



Supplier Packaging, Shipping and Quality Requirements Overview

This overview provides critical guidelines that promote the continued reduction of overhead costs, streamlines the process required in material handling and reduces potential delays in supplier invoice processing. Please reference <https://www.wwt.com/supplier-management-and-quality> for additional information and the most current and detailed supplier guidebook.

It is the responsibility of the supplier to comply with the following specifications:

INBOUND SHIPMENTS

PACKAGING SLIP MINIMUM REQUIREMENTS

- Supplier name and address
- Customer name and address supplier lot number (where applicable)
- WWT non-conformance ticket number when shipping replacement material
- Item description
- Quantity shipped
- WWT purchase order (PO) number and PO line numbers
- 3-way match: product label part number, serial numbers, quantities, and PO number matches the same information on the pack slip and WWT PO

BILL OF LADING MINIMUM REQUIREMENTS

- Supplier name and address
- Customer name and destination address
- Ship date
- Number of cartons, pallets and gross weight of shipment

SHIPPING INSTRUCTIONS

All inbound shipments require a dock appointment to be scheduled. All inbound shipments must follow the customer and/or WWT agreed delivery terms. Please review the supplier guidebook and WWT purchase orders for specific details.

PRODUCT/PACKAGE LABELING SPECIFICATIONS

WWT requires all individual packs (i.e. box/package of items) to have clear, identifiable labels affixed to them in an easily accessible and consistent location on the outside of each pack.

Suppliers are expected to ensure compliance with the following label specifications:

- Readable/scannable barcode labels
- OEM part number & serial number accessible on outer packaging
- Correct quantities per pack on pack labels
- WWT PO number and ship to address on shipping labels
- Any conflicting carton markings/part numbers must be covered
- Pre-assemblies or kits must identify all internal components and serial numbers, accessible on outer packaging to match WWT PO
- 3-way match: product label part number, serial numbers, quantities, & PO number matches same info on pack slip and WWT PO

Additional specifications may be required by WWT and/or its customers

PALLET REQUIREMENTS

Pallets must be in good condition, so they can move through the entire receiving process with no issues.

Below are the requirements of pallets:

- Standard size 40 inches wide x 48 inches deep, wood pallets
- Stacked pallets shall not exceed 51 inches in height from the floor to the top of the pallet
- Product must be centered securely on the pallet with no overhang
- Product/packaging labeling must be visible on the sides of the pallets. No labeling should be inward facing on the pallet
- All product must be banded and/or stretch wrapped securely to the pallet
- All pallets must be in good condition with the following attributes:
 - No broken or missing slats, bracing or supports
 - No protruding nails
 - No overarching damage or dry rot