

# Tenneco DRiV Global Distribution Centers Incoming Packaging Requirements





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## Global Distribution Center Shipping Requirements

Document #:	CORP-00090	Effective Date:	May 15, 2024	Revision:	6
Location:	Tenneco : DRiV				
Department:	Purchasing				
Area(s):	All Distribution Centers				
Standard Element:	ISO 9001-2015 : 8 Operation : 8.2 Requirements for products and services : 8.2.2 Determining the requirements for products and services				
Owner:	Hayner, Chad	Approver(s):	Pietro Salaverry		

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# 1 INTRODUCTION

## 1.1 Who is Tenneco - DRiV?

Headquartered in Northville, Michigan, Tenneco's DRiV Division offers and distributes a broad portfolio of products through more than 20 of the world's most recognized brands in the global automotive aftermarket, while also serving original equipment vehicle manufacturers with products including braking, chassis, and windshield wiper applications.

Our leading light vehicle aftermarket brands include ANCO® wiper blades; Champion® spark plugs, wipers and filters; Fel-Pro® gaskets; Ferodo® brakes; MOOG® steering and suspension; Wagner® brake and lighting; Sealed Power® engine systems and Speed-Pro® performance engine systems. Commercial Vehicle aftermarket brands include Abex® brake products, FP Diesel® engine and sealing components and National® oil seals and bearings.

DRiV is a division of Tenneco Corporation. For more than a century, DRiV has developed the innovative products customers need to produce the next generation of vehicles.

## 1.2 Where are DRiV Distribution Centers?

Motorparts Distribution Centers are located globally to service our customers with the most recognized brands while providing superior delivery and quality of shipments. Our facilities as provided below in section four provide product distribution, some will include packaging of product. Facilities that only distribute product to our customers will receive product from our suppliers in what we refer to as the finished state, meaning packaged one unit per box and potentially only needing identification labels for the product. Some products can be packaged with multiples in a box, for example Bushings, Shims, Bearings and Hardware are often in kits with multiples, there are others, but the vast majority is one part or component assembly per unit box. Facilities that package product will receive supplier components or material in a bulk state, meaning unpackaged and normally many pieces per box or skid.

Our distribution centers are certified or in the process of becoming certified for TS 16949, ISO 9001 and ISO-14001 requirements while servicing our customer expectations. These packaging requirements have been developed and documented to meet our quality, environmental, legal and other requirements as well as our customer expectations. Adherence to these specifications and requirements are a course of doing business with DRiV, failure to abide by these requirements will subject the supplier to handling penalties or repackaging costs as indicated in section nine of this requirement.

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**2 OBJECTIVE**

- 2.1 Provide information and requirements to suppliers shipping product into our distribution facilities.
- 2.2 Eliminate redundant requirements and provide a global document for new and existing suppliers.

**3 SCOPE**

- 3.1 These requirements are for Suppliers shipping into any of the following DRiV Distribution Centers:
  - 3.1.1 North or South American Operations
  - 3.1.2 EMEA Operations
  - 3.1.3 Asian Operations
- 3.2 Distribution Centers not listed below should be contacted directly for shipping and receiving requirements.

**4 TERMS AND DEFINITIONS**

- 4.1 Block – Rectangular, square, multisided or cylindrical deck spacer, often identified by its location within the pallet as corner block, end block, edge block, inner block, center or middle block.
- 4.2 Deck board - Element or component of pallet top and bottom, perpendicular to stringers or stringer boards.
- 4.3 Pallet Size - Pallet dimension specified by stringer or stringer board length, followed by top deck-board length and overall pallet height.
- 4.4 Recycled Pallet - Pallet made reusable by sorting, repairing or remanufacturing, using new or reclaimed components from damaged pallets.
- 4.5 Repaired Pallet - A pallet with damaged components replaced with new or used components.
- 4.6 Shiner - A protruding nail or fastener from the wood.
- 4.7 Stringer - May be called a stringer board, it is a continuous, longitudinal, solid, built up or notched beam component of the pallet, supporting and spacing deck components, often identified by its location as Edge, (side) or Interior, (center) stringer.
- 4.8 GMA Pallet - Commercially recognized as the Grocery Manufacturers Association, (GMA) pallets which are 48 Inch by 40 Inch designs.
- 4.9 Decay - A disintegration of the wood substance due to actions of wood-destroying fungi, also known as dote, rot and unsound wood.
- 4.10 Wane - Bark or lack of wood from any cause, except eased edges, on the edges of the pallet component.
- 4.11 Sound Knot - A knot that is tight, solid, without voids and at least as hard as the surrounding wood. Exhibits structural strength.
- 4.12 Unsound Knot - A knot that is loose or has a void in the wood due to decay, has no structural strength.
- 4.13 Split or Shake - Separation within a wood component not confined to the wood surface, usually intersecting two surfaces. For the purpose of this standard, a split intersecting only one face of the pallet component will be treated as a split only when it exceeds one half of the depth, width or thickness of the component.
- 4.14 Pallet Grade - Commercial grade of pallets referring to requirements for components, age, repaired state and defects allowed. See appendix 13.3 – Pallet Grade Criteria
- 4.15 Wood Class - Wood class or number defining the density of the wood species within that class. Generally referred to as hard or soft woods, often by geographic location.
- 4.16 Wood Species - Specific wood types that are available within each class.

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- 4.17 Phyto sanitation - Treatment and marking of wood pallets must conform to the International Standards for Phytosanitary Measures Publication No. 15, (ISPM 15) Regulations of wood packaging material in international trade. ISPM 15 has been adopted by the United States and its trading partners as their import requirements for wood pallets.
- 4.18 Critical Defects – The following defects are considered critical and not acceptable at any time in pallets supplied to DRiV Distribution Centers.
  - 4.18.1 Broken components
  - 4.18.2 Protruding nails on edge or end stringers, stringer boards, blocks or deck boards.
  - 4.18.3 Nonconforming pallets due to size, flatness or squareness.
  - 4.18.4 Notch area defects on stringer, no splits, decay or excess knots allowed in this area.
  - 4.18.5 Missing wood exceeding allowable limits defined within this document.
  - 4.18.6 Wane on edge of leading deck board or exposed stringer.
- 4.19 Remanufactured Pallet - A pallet assembled entirely or in part with recycled wood pallet parts and manufactured by complete reassembly of all parts with new fasteners.
- 4.20 Unit Load - Assembly of goods or single item on pallet for handling, moving, storing and stacking that meets weight restrictions or requirements from distribution facility.

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**5 ADDRESSES AND KEY CONTACTS AT FACILITIES**

**5.1 North American Operations**

Facility	Address	Phone	Fax	Contact Phone #	
Smyrna DC	2100 Midway Lane Smyrna, TN 37167	615-335-1046	615-335-9776	Receiving Inventory Quality Plant Mgr	615-534-3384 615-534-3340 615-534-3340 615-534-3357
Harrisonburg VA	3160 Abbott Ln Harrisonburg, VA 22801	540-434-2561		Receiving Inventory Quality Plant Mgr	540-432-3548 540-432-3531 540-432-3584 864-908-4784
Paragould AR	2000 Bolton Street Paragould Arkansas 72450	870-239-8531		Receiving Inventory Quality Plant Mgr	870-266-5474 870-236-571 870-236-5495 870-236-5468
Beck Amley	2375 Midway Lane Smyrna TN 37167	615-220-3200	615-220-3224	Receiving Inventory Quality Plant Mgr	615-220-3150 615-220-3917 615-220-3210 615-220-3252
San Martin Obispo MX	Carretera Chamapa-Lecheria Km 2.5 CPA Logistic Center - Building 14 San Martin Obispo, Cuautitlan Izcalli Mexico, Mexico 54769	+52 5584383800	+52 5584383800	Receiving Inventory Quality Plant Manager	+52 5584383800 +52 5584383852 +52 5584383854 +52 5522156241
Apaseo MX	Avenida Amistad Num. 100-A Fracc Parque Industrial Amistad Bajio CP 38160 Apaseo El Grande Mexico	4424021800	NA	Plant Mgr	+52 55 4359 6167
Skokie DC	7450 N McCormick Blvd. Skokie, IL 60076	847-568-2544	847-568-1920	Receiving Quality Plant Mgr	847-568-2103 847 568 2442 847 568 2301

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**5.2 South American Operations**

Facility	Address	Phone	Fax	Contact Phone #	
La Plata DC	Cno Gral Belgrano Km 6,5 MB Gonnet, La Plata, Buenos Aires, Argentina	54-221-4710010	54-221-4710122	Receiving Inventory Quality Plant Mgr	54-221-471-0113-144 54-221-471-0113-148 54-232-049-0000-316 54-232-049-0000-310

**5.3 Asian Operations**

Facility	Address	Phone	Fax	Contact Phone #	
Pinghu DC	No. 3188, Beihuan Road Pinghu City Zhejiang Province China, 314200	86-21-317-89402	No Fax	Receiving Inventory Quality Plant Mgr	86-21-317-89409 86-21-317-85913 86-573-857-25179 86-21-317-89402
New Delhi DC	Schenker India Pvt. Ltd. Village- Tajnagar, Jamalpur, Pataudi Gurgaon Road, District Gurgaon, Haryana	91-971-899-0735	No Fax	Receiving Inventory Quality Plant Mgr	91-971-899-0735 91-971-899-0735 91-971-899-0735 91-971-899-0735



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### 5.4 EMEA Operations –

Facility	Address	Phone	Fax	Contact Phone #
Bradford DC	Greyhound Drive Off Legrams Lane Bradford, West Yorkshire United Kingdom, BD7 1 NQ	08009800203	01274-848281	Receiving Inventory Quality Plant Mgr 08009800203 08009800203 08009800203 08009800203
Coslada DC	Calle de la Alcarria, 2. Coslada, Madrid, Spain, 28823	34917461900	No Fax	Receiving Inventory Quality Plant Mgr 34917461900 34917461900 34917461900 34917461900
Fameck	ZI de la Feltière 57290 Fameck - France	+33 3 82 59 60 20		Receiving Inventory Quality Plant Mgr 03 82 59 60 11 08 82 59 60 37 07 64 89 62 63 03 82 59 60 30
Meadowview DC	7 Meadowview Lane, Linbro Park, AH Sandton 2090	27116303000	27116303060	Receiving Inventory Quality 27116303091 27116303093 27116303068
Mondovi Racing DC	Corso Inghilterra 2, Cuneo, Italy, 12084	390174560522	390174552248	Receiving Inventory Quality Plant Mgr 390174560522 390174560522 39 0458281328 390174560522
ST Truiden	DRIV/TENNECO - DISTRIBUTION MEIVELDLAAN 4635 3800 SINT TRUIDEN	+32 11/703260		Receiving Inventory Quality Plant Mgr +32 11/703177 +32 11/703035 +32 11/703280 +32 11/703142
Verona DC	Via Enrico Fermi 8, Verona, Italy, 37135	39-045-828-1311	39-045-828-1400	Receiving Inventory Quality Plant Mgr 39-045-828- 1311 39-045-828- 1311 39-045-828- 1311 39-045-828- 1311
Willebroek DC	Schoondonkweg 17, Willebroek, Belgium, 2870	32 3 886 40 01	No Fax	Receiving Inventory Quality Plant Mgr 32 3 886 40 01 32 3 886 40 01 32 3 450 8029 32 3 886 40 01



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3PL Gliwice	Pszczynska 301 Street 44-100 Gliwice			Receiving Inventory	+48 501035599 +48 660-770-079
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**6 PACKAGING REQUIREMENTS**

Product received in our Distribution Centers must comply with the following physical requirements. These requirements are developed based on Space Utilization, Quality, Safety and Ergonomic factors that influence the productivity of our business.

**6.1 PALLETS**

- 6.1.1 Allowed pallets are broken up into two groups based on their construction.
  - 6.1.1.1 Recycled pallets are only allowed in our North American distribution centers from North American suppliers. They must be a Grade A or better as defined in section 6.1.2.
  - 6.1.1.2 New pallets must be received from all international suppliers in all of our distribution centers. New pallets must meet the requirements as noted in section 6.1.3.
- 6.1.2 North American supplied pallets Grade A or better must meet the following:
  - 6.1.2.1 All pallets must be stringer constructed; no block single use style pallets permitted.
  - 6.1.2.2 Constructed of class 1, 2 or 3 hardwoods, no plywood is acceptable.
  - 6.1.2.3 All pallets must be 40" Wide by 48" Long, (1,016 mm X 1,219 mm) unless noted differently below based on the Distribution Center requirements.
  - 6.1.2.4 All pallets must be 4-Way constructed with 2 – 9", (229 mm) wide by 2.25", (57 mm) tall stringer openings or notches.
  - 6.1.2.5 Top deck boards cannot have more than a 2.4", (61mm) gap between boards.
  - 6.1.2.6 Deck boards, top or bottom must be .5" thick, (13mm) or greater X 40", (1,016) long.
  - 6.1.2.7 Stringers must be 3.5", (89 mm) tall X 1.75", (44 mm) wide X 48", (1,219 mm) long.
  - 6.1.2.8 Nails used to construct the pallet must be either a coated Helically or Annularly. Threaded Nail with a minimum stringer penetration of 1.5 inch, (38 mm).
  - 6.1.2.9 Construction tolerances are ± .07", (2 mm) on width and + .13", (4 mm) / - .25", (-6 mm) on length for the pallet.
  - 6.1.2.10 Boards should be sound, squared edged with no unsound knots, excessive wane or decay on the stringers or deck boards.
  - 6.1.2.11 Stringer board warp cannot exceed 3/8", (10 mm) in any direction.
  - 6.1.2.12 No nails can protrude from the pallets in any location.
  - 6.1.2.13 Based on deck board width, nails used per board per fastened joint shall be based on the following:
    - 6.1.2.13.1 1 to 4 Inch Width, (25 – 102 mm) – 2 nails per joint
    - 6.1.2.13.2 4 to 7 Inch Width, (102 – 178 mm) – 3 nails per joint
    - 6.1.2.13.3 7 to 9 Inch Width, (178 – 230 mm) – 4 nails per joint

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6.1.2.14 Quality Requirements

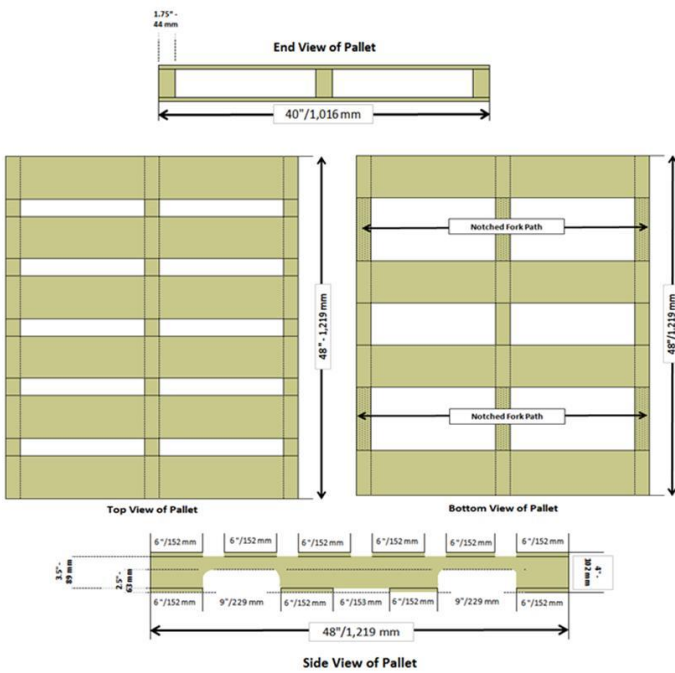
- 6.1.2.14.1 Moisture content of the deck board and stringers cannot exceed 22%.
- 6.1.2.14.2 Exposed surface of the bottom and top deck boards must be clean sawed.
- 6.1.2.14.3 Boards must be free of saw dust.
- 6.1.3 New Pallets shipped into our Distribution Centers must meet the following requirements:
  - 6.1.3.1 Wood products, pallets or crates must adhere to ISPM15 – Guidelines for Regulating Wood Packaging material in International Trade. The following is included, but not inclusive of the requirements within the standard. The Supplier must meet the regulations as set forth in its entirety.
    - 6.1.3.1.1 Requires the use of either heat treatment or fumigation of all wood prior to construction and the marking of materials.
      - If supplying materials to EMEA Distribution Centers only heat treatment is allowed.
    - 6.1.3.1.2 Wood Packaging includes pallets, dunnage, crating, packing blocks, drums, cases, load boards, pallet collars and skids.
    - 6.1.3.1.3 Certified Wood Packaging material must be marked and date stamped (valid for one year). Refer to the DRiV website for further details: Select Suppliers > Shipping and Tax > Shipping/Tax, followed by Suppliers Imports.
  - 6.1.3.2 All pallets must be stringer constructed, no block single use style pallets permitted.
  - 6.1.3.3 Constructed of class 1, 2 or 3 hardwoods, no plywood is acceptable.
  - 6.1.3.4 All pallets must be 40" Wide by 48" Long, (1,016 mm X 1,219 mm) unless noted differently below based on the Distribution Center requirements.
    - If supplying materials to EMEA Distribution Centers, only use Euro pallet 1200mm X 800mm (see dimensions on next page).
  - 6.1.3.5 All pallets must be 4-Way constructed with 2 – 9", (229 mm) wide by 2.25", (57 mm) tall stringer openings
  - 6.1.3.6 Top deck boards cannot have more than a 2.4", (61mm) gap between boards.
  - 6.1.3.7 Deck boards, top or bottom must be .5" thick, (13mm) or greater X 40", (1,016 mm) long.
  - 6.1.3.8 Stringers must be 3.5", (89 mm) tall X 1.75", (44 mm) wide X 48", (1,219 mm) long.
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6.1.3.15 Quality Requirements

- 6.1.3.15.1 Moisture content of the deck board and stringers cannot exceed 22%.
- 6.1.3.15.2 Exposed surface of the bottom and top deck boards must be clean sawed.
- 6.1.3.15.3 Boards must be free of saw dust.

Figure 1: Four-way entry pallet dimensions



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An example of a four-way entry pallet is shown below. There are entry points for forklifts on all four sides of the pallet.



Figure 2: Side view of a four-way entry pallet



Figure 3: Underside view of a four-way entry pallet

6.1.4 EMEA supplied pallets must meet the following:

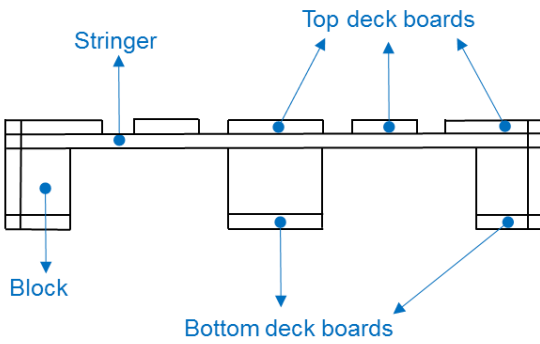
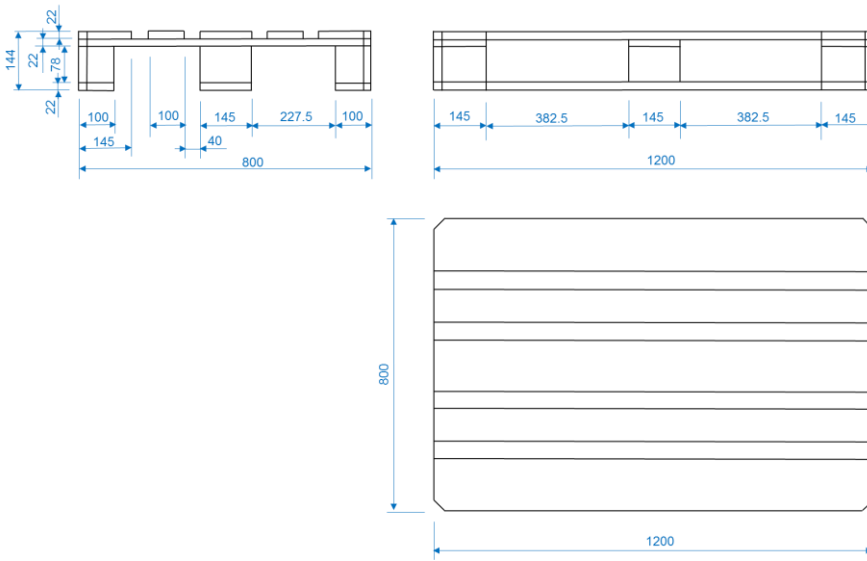
All goods shall be stacked on **EURO FORMAT pallets**.

The Euro FORMAT pallet is an industry-standard pallet measuring **1200 x 800 x 144 mm**.

The use of wooden pallets is subject to the import requirements for wood packaging material of the European Union, which is aligned with the FAO International Standard


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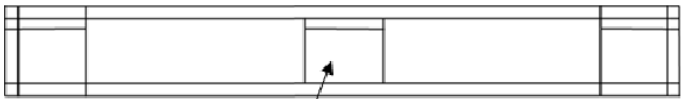


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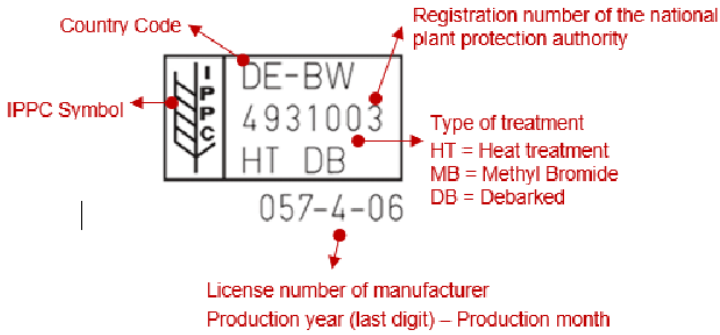
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	SPECIFICATIONS
<b>Deck boards</b>	11
<b>Board thickness</b>	22 mm to 24 mm
<b>Wood types</b>	Massive wood, no plywood, or recycled materials
<b>Bottom deck boards</b>	Chamfered on the upper edge of both long sides
<b>Stringers</b>	3
<b>Stringer thickness</b>	22 mm to 25 mm
<b>Wood types</b>	Massive wood, no poplar wood
<b>Blocks</b>	9
<b>Block material</b>	Only massive wood
<b>Nails</b>	78
<b>Nail pattern</b>	Even and repetitive
<b>Pallet weight</b>	+/- 25 kg
<b>Pallet working load</b>	Up to 1 500 kg
<b>Maximum additional load</b>	4,000 kg when stacking
<b>Markings – Middle Block</b>	IPPC branded marking in accordance with the national plant protection rules (see below)
 <b>Sea freight</b>	Pallet humidity before loading: 15% to max. 20%; use of kiln dried wood for the pallets (see also 7.2)

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**Middle Block Markings**



**6.2 Bulk Crates**

- 6.2.1 Wooden crates are only to be utilized by suppliers for bulk material and when the size and the protection of the product for quality reasons are at risk in our preferred packaging method. No finished, packaged product is to be received in wooden crates.
  - EMEA DC's do not accept any wooden crates.
- 6.2.2 Suppliers must adhere to the dimensional characteristics of the crate; especially important is the height of the crate due to safety and ergonomic concerns.

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6.2.3 All crates must meet the following requirements as well as those listed in Table 2 below:

- 6.2.3.1 No plywood may be used for crate construction.
- 6.2.3.2 Must have 3 runners for support.
- 6.2.3.3 Corrugated crates must be secured to pallets.
- 6.2.3.4 Corrugated crates must be Triple Wall constructed with an ECT rating of 112 min.
- 6.2.3.5 Crate pallets must follow the same requirements indicated above for pallets, with the exclusion of size.

6.2.4 Site-specific requirements

The tables below identifies the pallet and bulk crate specifications and requirements for each Distribution Facility to receive shipped product.

6.2.4.1 North American Operations

Facilities	Pallets			Bulk Crates	
	Size & Type (W x L)	Height (Including pallet)	Max. Gross Weight	Size	Height
Harrisonburg DC Paragould DC Beck Arnley DC San Martin Obispo DC Apaseo DC	40" X 48" 102 X 122cms 4-Way Entry	42" 109 cms	2,000 lbs 907 kgs  UPS Receipts 150 lbs 68 kgs	30" X 44" 76 X 112 cms Hardwood Material No Plywood	34" 86 cms
San Martin Obispo DC	40" X 48" 102 X122 cms 4-Way Entry	42" 114 cms	2,000 lbs 907 kgs	30" X 44" 76 X 112 cms Hardwood Material No Plywood	34" 86 cms



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6.2.4.2 South American Operations

Facilities	Pallets			Bulk Crates	
	Size & Type (W x L)	Height (Including pallet)	Max. Gross Weight	Size	Height
La Plata DC	40" X 48" 102 X 122 cms 4-Way Entry	45" 114 cms	2,000 lbs 907 kgs	30" X 44" 76 X 112 cms Hardwood Material No Plywood	34" 86 cms
	Drums & Rotors 42" X 42" 107 X 107 cms 4-Way Entry	45" 114 cms	2,000 lbs 907 kgs		

6.2.4.3 Asian Operations

Facilities	Pallets			Bulk Crates	
	Size & Type (W x L)	Height (Including pallet)	Max. Gross Weight	Size	Height
Pinghu DC	39" X 39" 100 X 100 cms 2-Way Entry	59" 150 cm	2,200 lbs 1,000 kg	N/A	N/A
New Delhi DC	39" X 48" 100 X 122 cms 4-Way Entry	15.5" 40 cm	2,200 lbs 1,000 kg	N/A	N/A

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6.2.4.4 EMEA

Facilities	Pallets			Bulk Crates	
	Size & Type (W x L)	Height (Including pallet)	Max. Gross Weight	Size	Height
Bradford DC	80 X 120 cms	100 CMS	750kgs	N/A	N/A
Coslada DC	80 X 120 cms	100 cms	750 kgs	N/A	N/A
	80 x120 cms	100 cms	750 kgs		
Fameck	80 X 120 cms	100 cms	750 kgs	N/A	N/A
Meadowview DC	80 X 120 cms	100 cms	750 kgs	N/A	N/A
Mondovi Racing DC	80 X 120 cms	100 cms	750 kgs	N/A	N/A
ST Truiden	80 X 120 cms	100 cms	750 kgs	N/A	N/A
	80 X 80 cms	100 cms	750 kgs		
Verona Dc	80 X 120 cms	100 cms	750 kgs	N/A	N/A
Willebroek DC	80 X 120 cms	100 cms	750 kgs	N/A	N/A
Gliwice DC 3PL	80 X 120 cms	100 cms	750 kgs	N/A	N/A

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**6.3 Corrugated Fiberboard Case Packaging for Bulk Packaging**

- 6.3.1 In conjunction with the pallet requirements detailed in section 6.1 above, DRiV requires that suppliers of bulk product into the packaging and distribution centers utilize four box sizes to unitize their product onto shipping pallets.
- 6.3.2 The use of these case boxes will enable DRiV and their suppliers to achieve the following benefits:
  - 6.3.2.1 Ability to cube shipments easier, reducing transportation costs.
  - 6.3.2.2 Easier unitization of product on pallets.
  - 6.3.2.3 Easier unloading and loading of product from and to pallets.
  - 6.3.2.4 Reduced packaging costs with standard sized boxes.
  - 6.3.2.5 Ability to leverage box suppliers based on greater usage of standard boxes.
  - 6.3.2.6 Improved productivity in packaging operations during material picking process.
  - 6.3.2.7 Ability to achieve one part for one box requirement.
  - 6.3.2.8 Safer work environment for picking and packing process.
  - 6.3.2.9 Ability to recycle all received products through reuse or recycling activity.
- 6.3.3 Receipt of mixed parts or components in a box is not allowed at any point in the value stream. Suppliers must utilize a case box combination that eliminates this possibility.
- 6.3.4 Box construction is that of a Regular Slotted Container, (RSC). Construction dimensions, max weight limits per box and ECT rating for each box follows in Table 6.3.1. All ECT ratings must be confirmed in accordance with TAPPI-T-811 of the Technical Association of the Pulp and Paper Industry.

Corrugated Fiberboard Box Specifications - Outside Dimensions												
Box Type	Scale	H	X	W	X	L	=	Volume (Squared)	Max Outside Dimensions	Max Weight Per Box	Construction	ECT Rating*
Box A	Inches	9	X	10	X	16	=	1,440	35	50 Lbs	Double Walled	61
	CM	22.9	X	25.4	X	40.6	=	23,615	89	23 KG		
Box B	Inches	9	X	20	X	16	=	2,880	45	60 Lbs	Double Walled	61
	CM	22.9	X	50.8	X	40.6	=	47,231	114	27 KG		
Box C	Inches	19	X	20	X	24	=	9,120	63	80 Lbs	Double Walled	61
	CM	48.3	X	50.8	X	61	=	149,672	160	36 Kg		
Box D	Inches	19	X	20	X	48	=	18,240	87	180 Lbs	Double Walled	82
	CM	48.3	X	50.8	X	121.9	=	299,099	221	82 Kg		

**Double Walled Example:**

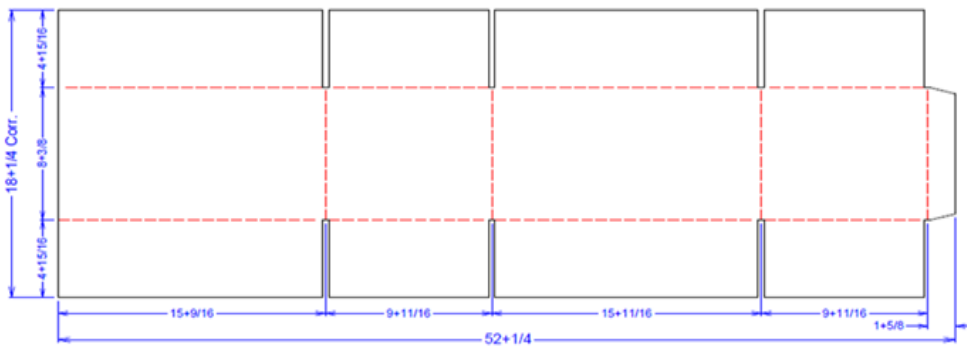


Double wall board

\* ECT = Edge Crush Test Rating For Column Support During Shipment Table 6.3.1

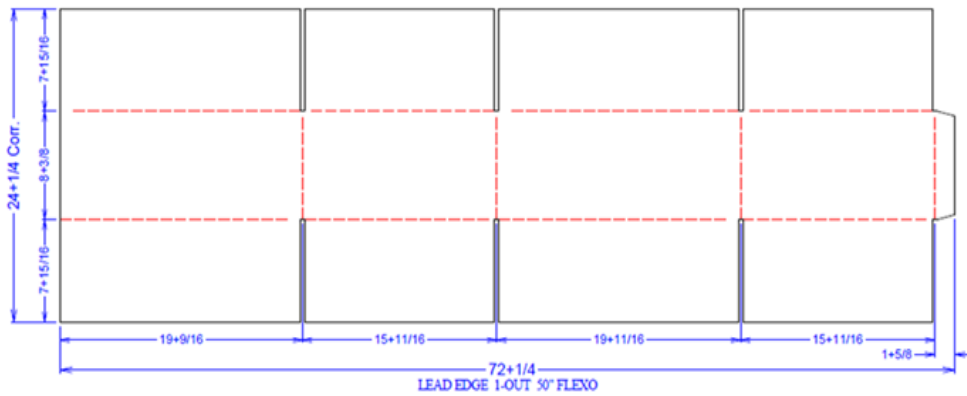
- 6.3.5 The following represent die lines for the boxes pre-gluing. The dimensions shown are inside dimension and are dependent on wall thicknesses from the outside dimensions noted in Table 6.3.1 above.

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Part No.	Box A	Project #	S-85-16-1	Revision :	0
Board Grade	ECT 61CB : Kraft	Date Created:	11/17/2016		
I.D.	15+3/8 x 9+3/8 x 7+3/4				

*View outside*

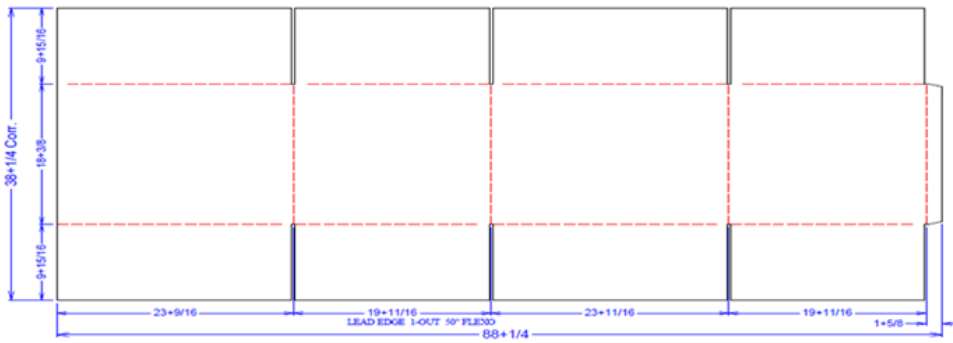


Part No.	Box B	Project #	S-85-16-2	Revision :	0
Board Grade	ECT 61CB : Kraft	Date Created:	11/17/2016		
I.D.	19+3/8 x 15+3/8 x 7+3/4				

*View outside*

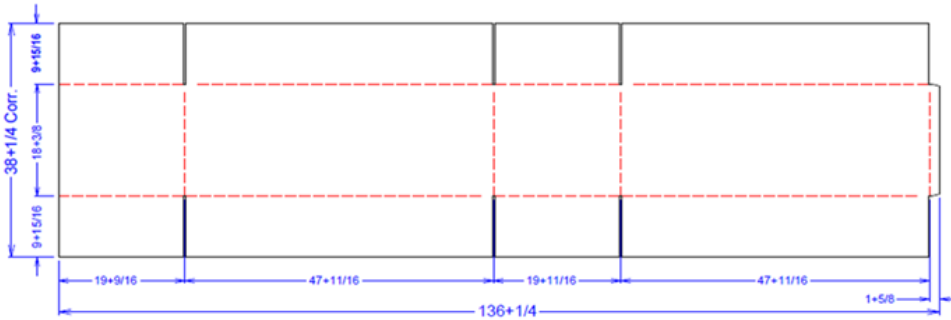
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Part No.	Box C	Project #	S-85-16-3	Revision:	0
Board Grade	ECT 61CB - Kraft	Date Created:	11/17/2016		
I.D.	23+3/8 x 19+3/8 x 17+3/4				

*View outside*



Part No.	Box D LPC	Project #	S-85-16-4	Revision:	0
Board Grade	ECT 82CB - Kraft	Date Created:	11/17/2016		
I.D.	47+3/8 x 19+3/8 x 17+3/4				

*View outside*

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**6.3.6 EMEA DCs SPECIFICATIONS SHIPPING CARTONS**

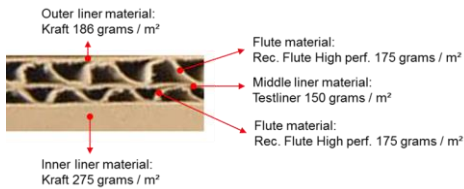
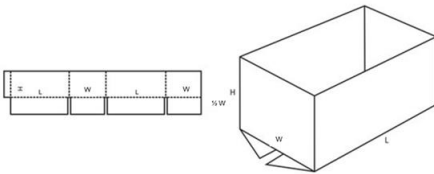
Unless there is an agreement between the Supplier and the Warehouse Quality Responsible, the Supplier shall follow the shipping carton and wrapping instructions as described hereafter.

All parts **transported by truck** shall be placed on the pallet in a shipping carton as specified on the next page.

All parts **transported by Plane or Ship** shall be packed in seaworthy shipping cartons. This means that besides the shipping carton, the cargo must be guarded from moisture by putting desiccant sachets (see example below) and sealed using plastic shrink wrap. The shipping carton shall also be triple wall and treated with an anti-moisture coating. See the specifications on the next page.




**SPECIFICATIONS SHIPPING CARTONS:**



**Global Distribution Center Shipping Requirements**

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**SHIPPING CARTON TYPE "1009":**

	Length (mm)	Width (mm)	Height (mm)
Outer dimensions	1199	799	851
Box FEFCO code	<b>0200</b> stitched		
<b>CARTON Specifications</b>			
Flute Type	<b>BC</b>		
Total Thickness	7,46 mm		
Flute Direction	<b>Vertical</b>		
Edge Crush Test - ECT	15 kN / m (+/- 5%)		
Burst Strength	2280 kPa (+/- 10%)		
	750 grams Silica Gel / Shipping Carton + shrink wrap + anti-moisture coating		
To be used for	<b>All Engine parts, Gaskets, Ignition, Filters, Wipers, Steering &amp; Suspension parts</b>		

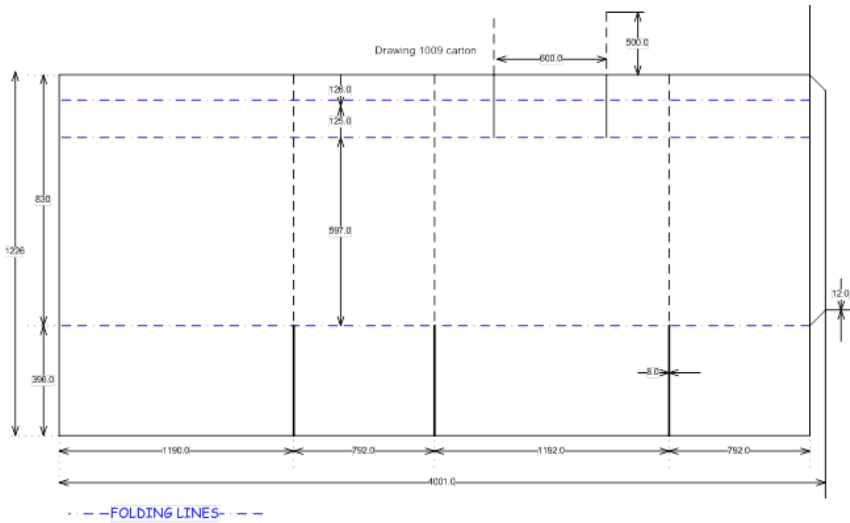
**SHIPPING CARTON TYPE "1005":**

	Length (mm)	Width (mm)	Height (mm)
Outer dimensions	1199	799	568
Box FEFCO code	<b>0200</b> stitched		
<b>CARTON Specifications</b>			
Flute Type	<b>BC</b>		

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<b>Total Thickness</b>	<b>7,46 mm</b>
<b>Flute Direction</b>	<b>Vertical</b>
<b>Edge Crush Test - ECT</b>	15 kN / m (+/- 5%)
<b>Burst Strength</b>	2280 kPa (+/- 10%)
	500 grams Silica Gel / Shipping Carton + shrink wrap + anti-moisture coating
<b>To be used for</b>	<b>Braking &amp; Friction parts</b>

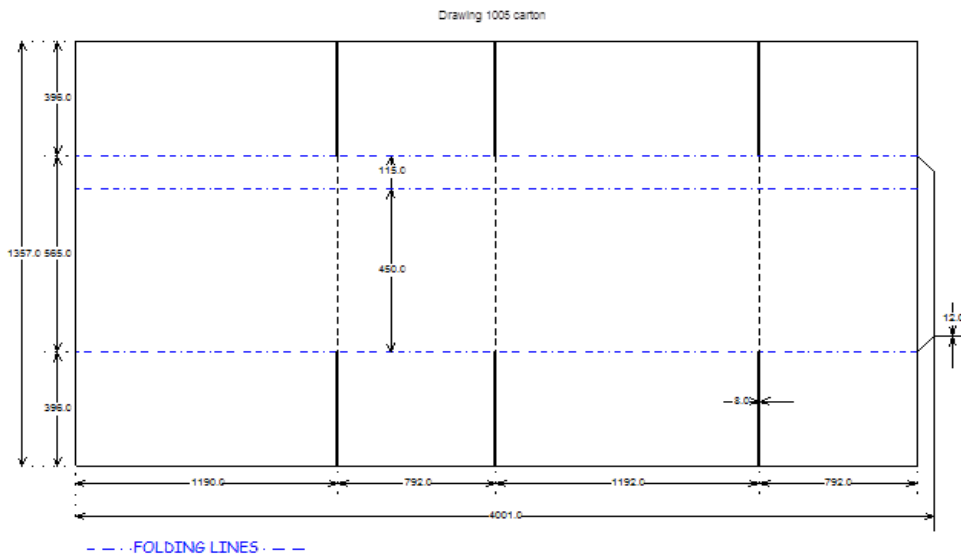
**TYPE "1009": INNER CARTON FOLDING LINES (mm)**





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Owner:	Hayner, Chad	Approver(s):	Pietro Salaverry		

**TYPE "1005": INNER CARTON FOLDING LINES (mm)**



**6.4 Pallet and Case Box Unitization**

- 6.4.1 Box dimensions and board characteristics as defined in section 6.3 were developed to enable suppliers to unitize boxes on the prescribed pallet in a flexible manner based on quantity of product purchased by DRiV. These requirements also enable our distribution centers to receive and put away product in a standard and productive manner.
- 6.4.2 The supplier is responsible for selecting and utilizing the case box that best fits their product for quantity, size and weight. If there is a concern about the usage of the boxes as specified based on these characteristics for their product, the supplier must

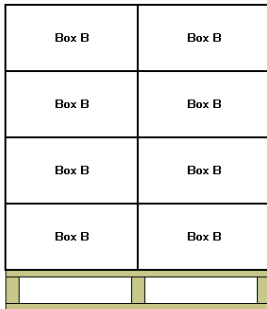
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Owner:	Hayner, Chad	Approver(s):	Pietro Salaverry		

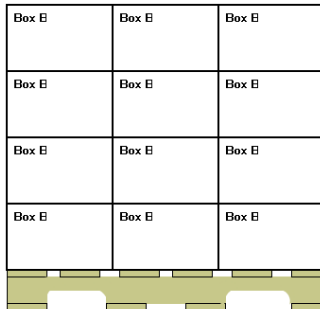
contact the Quality or Inventory Control representative at the facility they are shipping to as identified in section 4.0 above to discuss and get approval on potential alternatives.

- 6.4.3 The quality of the product being received into DRiV is of utmost importance to our company and our customers. Use of corner posts are required when the product being shipped is done via rail or sea methods and may/will be double stacked in transit.
- 6.4.4 Pallets that cannot be double stacked must be clearly marked with a cone or other identification method to prevent the possibility of double stacking while in transit. This is a requirement of all suppliers domestic or international.
- 6.4.5 Slip sheets are required between rows when using and stacking Box styles A, B and C.
- 6.4.6 These boxes are designed with edge strength sufficient to stack product in a column as required by DRiV. When stacking smaller boxes on top of larger ones all care must be utilized to keep edges aligned where possible to maintain unit strength. There will be some instances where edges will cross, this is anticipated and one reason for the ECT requirement indicated. Examples of these stack patterns are shown below in Examples - 6.4.1.
- 6.4.7 No product is allowed to be hanging over the outside edge of the pallet.
- 6.4.8 When stacking and unitizing boxes on a pallet, each box is required to carry only one part number, there are no exceptions to this requirement.
- 6.4.9 If the shipment does not fill a pallet completely to dimensions illustrated in Table 2 above, then we request that suppliers stack product to a height of no more than 25 inches, (635 MM); even if that requires two pallets versus one. This will also assist with containerization and storage.
- 6.4.10 Case Boxes must be marked as specified in the following sections, as you unitize and stack material, box labels shall be facing toward the outside edge of the stack. In the case of Box, A, which can be stacked where there are boxes without an outside view; labels shall be uniformly placed towards the longitudinal end of the pallet as shown in the following exhibits.
- 6.4.11 Examples – 6.4.1 below represent stacking patterns that are indicative of what and how the specified boxes can be utilized by our suppliers, but they are not all inclusive. As is normal procedure for pallet or crate loading, heavier items should be stacked in the unit on bottom, with lighter boxes on top.

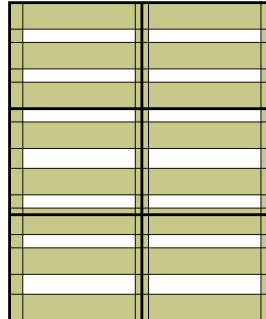
Longitudinal End View



Longitudinal Side View

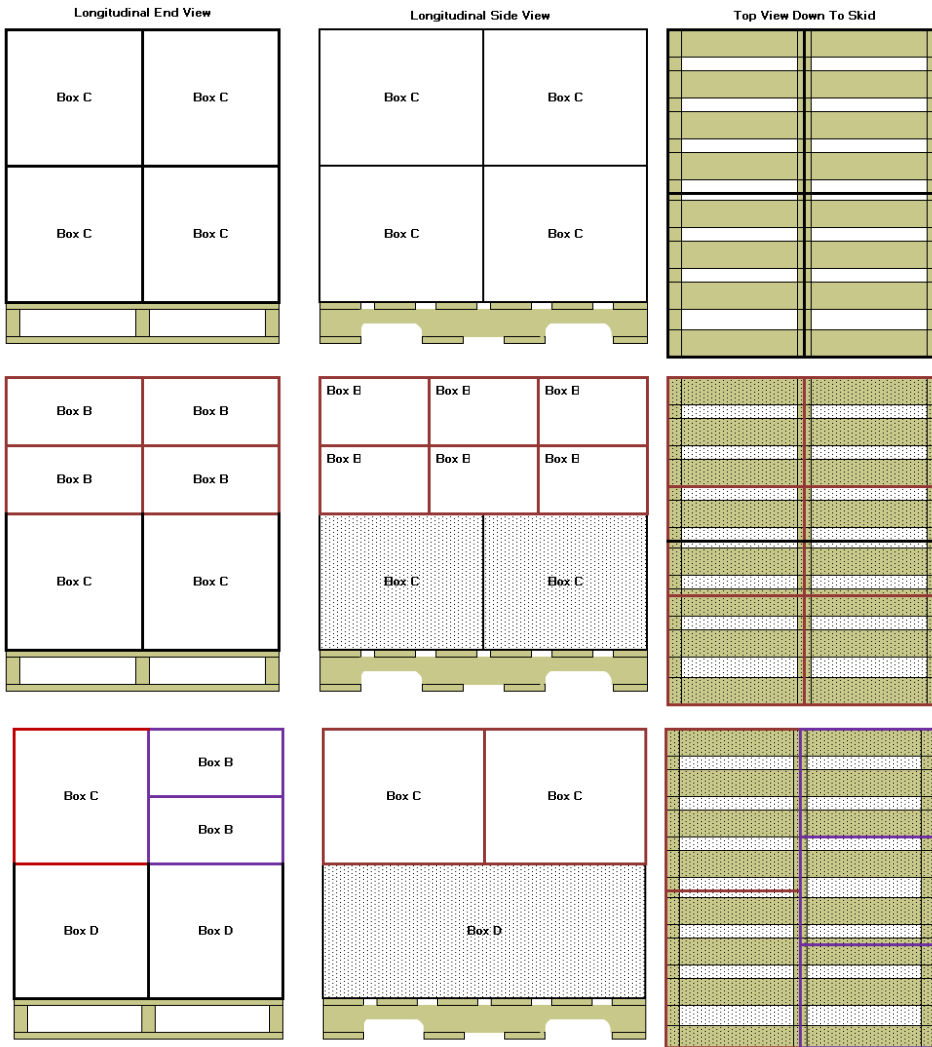


Top View Down To Skid



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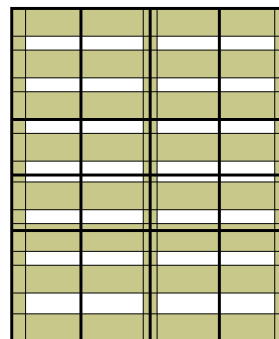
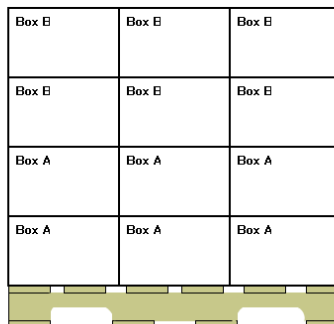
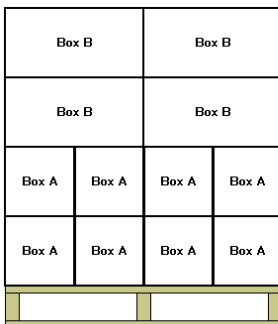
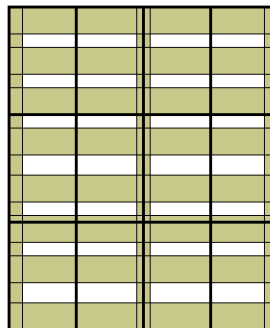
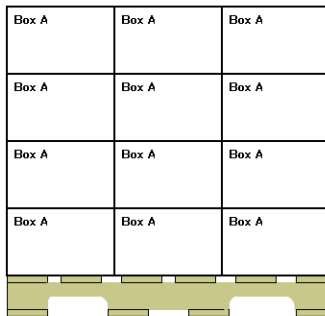
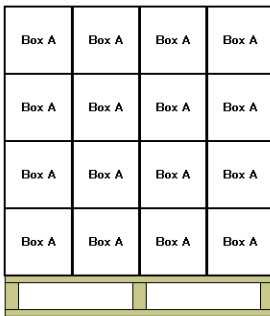
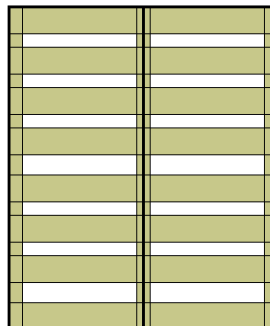
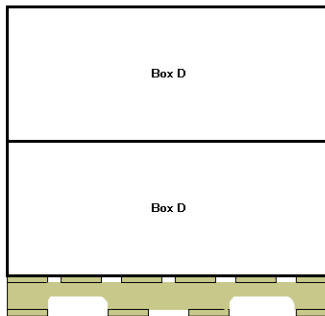
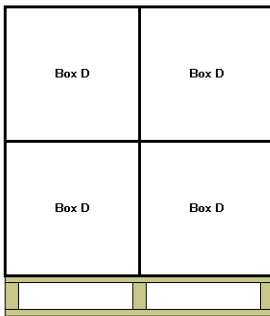
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Longitudinal End View

Longitudinal Side View

Top View Down To Skid



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Owner:	Hayner, Chad	Approver(s):	Pietro Salaverry		

**6.5 EMEA DCs Pallet and Case Box Unitization**

**6.5.1 CASE BOXES (UP's)**

All products in their retail packaging shall be packed in Unit Packs (UP's: DH4 or DH7 as described below).

The DH4 or DH7 shall never be used when:

- the parts are bigger than the dimensions of DH4 or DH7 the outer cartons / UP's
- the parts have a unit weight of over 15 kilograms
- there is a written deviation approval from our product
- the products belong to certain product categories, which are excluded from packing in outer cartons & discussed/approved upfront with product management ( e.g.: Braking, Pistons, Liners, large and CV Steering & Suspension parts )

In case the parts are one of the exceptions above the parts shall be delivered on a pallet in a shipping carton.

**IMPORTANT:** A DH4 or DH7 shall only contain mono products (with the same part number) and always with the same, fixed quantity. A deviating packed quantity can only when having a left over from the total quantity to be packed. In the latter case this Unit Pack to be clearly indicated that it is containing a deviating quantity.

It is not allowed to put in a mix of various products.

Deleted: :

Deleted: .

**6.5.2 BOX TYPES**

In our EMEA warehouses we have 2 pre-defined types of master cases / outer packaging / Unit Packs (UP's):

Unit Pack Type	OUTER Box Dimensions		
	Length (mm)	Width (mm)	Height (mm)
DH4	380	250	<u>270</u>
DH7	<u>780</u>	<u>250</u>	<u>270</u>

**Box Type DH4 and DH7:** FEFCO 07010700 (ready glued, 2x crash-lock without top flaps and with perforable handles). See drawing point 4.2.2 & double bottom)

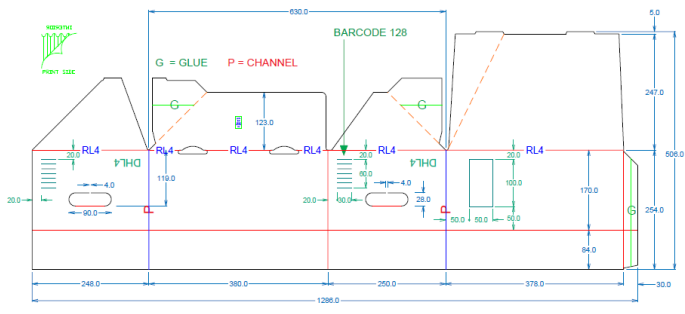
**Quality:**

- **DH4 Box**
  - C/golf THP150g / THP125g / THP190g
- **DH7 Box**
  - BE/golf T110g / RF90g / RF90g / RF90g / THI .25g

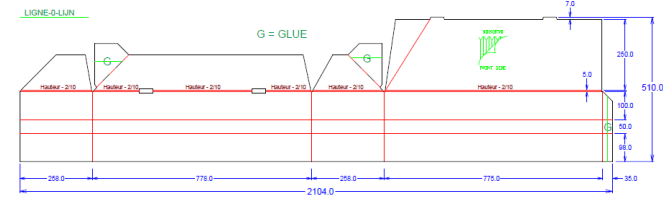
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• **DH4**



• **DH7**



- Although the maximum weight shall not exceed 15 kg, the Unit Pack shall be designed to carry up to 30 kg
- The DH4 and DH7 Unit pack box shall be made from: 100% recyclable, minimum 3 mm double-wall EB Flute corrugated cardboard

3 IDENTIFICATION

The DH4 and DH7 Unit packs need to have the below indicated rectangle window on the long side of the Unit Pack in the defined position as per drawings below.

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<b>Cartomills</b>		COLORS	PMS	N° Cartomills	N° X-RITE	S./ENC. CM7	<b>016631</b>
Client: FEDERAL MOGUL		1	NOIR	90WA54	BEGHLBK0001S	112	
Ref: DH4-box		2					Mach: 2548
Produit: 32934		3					Dressée par: FS Cliquez AMG #22005728
Rot: Sch: Patte: INTERIEURE		4					Date: 29/08/22 Docs: MAIL
Die n°: - 2 Pièces		PROJET		VOIR CI N°		Ep. Cliché: 6,00 Linéaire: Ep. Totale: 6,35 Dureté Shore: ~26	
Dim: 374 x 246 x 248		ATTENTION : les clichés inutilisés au bout de 30 mois seront détruits et à votre charge en cas de nouvelle commande. CRISLET : ongebruikte clichés worden automatisch vernietigd na 30 maanden en vernieuwd ten overstaan van groot nieuwe bestelling.					

Simulation carton  
Cartboard simulation

DH4 quand scanné  
DH4 when scan

Numéro fabrication carton  
Cartboard product number

<b>Cartomills</b>		COLORS	PMS	N° Cartomills	N° X-RITE	S./ENC. CM7	<b>017454</b>
Client: FEDERAL MOGUL		1	NOIR	90WA54	BEGHLBK0001S	58	
Ref: DHL 7 B - new bedrukking		2					Mach: 3671
Produit: 23640		3					Dressée par: FS Cliquez AMG #22005728
Rot: Sch: Patte: INTERIEURE		4					Date: 29/08/22 Docs: MAIL
Die n°: 3923 - 1 Pièce		PROJET		VOIR CI N°		Ep. Cliché: 6,00 Linéaire: Ep. Totale: 6,35 Dureté Shore: ~26	
Dim: 773 x 253 x 253		ATTENTION : les clichés inutilisés au bout de 30 mois seront détruits et à votre charge en cas de nouvelle commande. CRISLET : ongebruikte clichés worden automatisch vernietigd na 30 maanden en vernieuwd ten overstaan van groot nieuwe bestelling.					

Simulation carton  
Cartboard simulation

REGLLETTE

DH7 quand scanné  
DH7 when scan

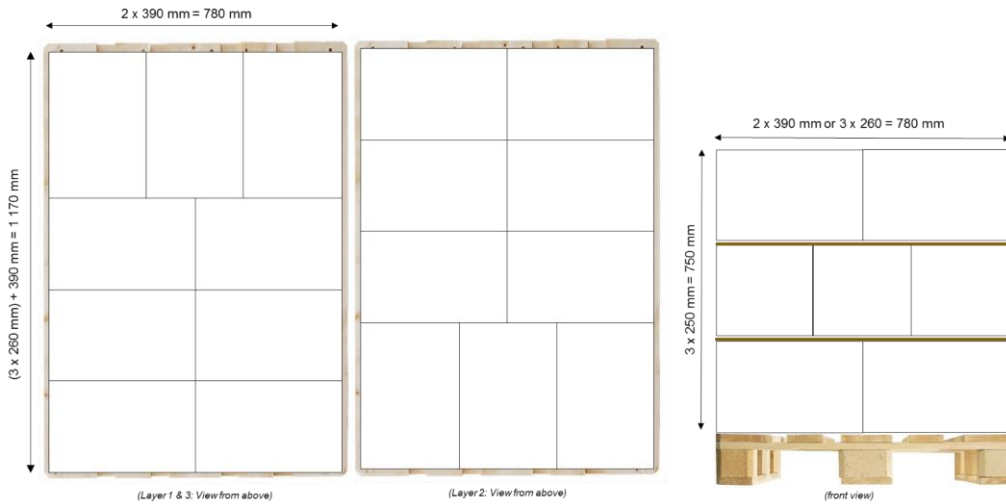
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6.5.4 STACKING PATTERN ON THE PALLET

**DH4 and DH7** shall be stacked in the shipping carton on the pallet as per instructions below (see also section 6.5.5 for more information on pallets).

**For DH4 boxes stacking on a pallet**

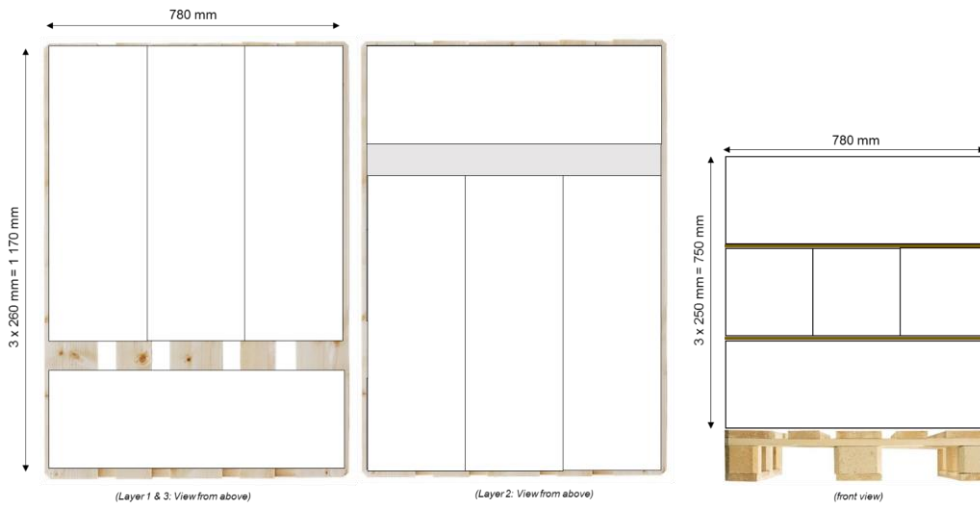
A single wall corrugated cardboard sheet, shall be added between each layer.





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For **DH7** boxes stacking on a pallet



6.5.5 REQUIREMENTS FOR MIXED PALLETS

Small quantities of different products (part numbers) can be packed in 1 shipping carton on 1 pallet according to the following instructions:

- All products shall be of the same brand (example: all Ferodo brake pads)
- There must be a clear separation between the different products (part numbers). Use a piece of cardboard to separate the boxes.
- Large quantities of the same product shall be at the bottom of the carton, smaller quantities on top.
- No heavy parts shall be put on top of lighter parts.
- The same parts (part numbers) shall be consolidated in the same shipping carton and on the same pallet. This means that same part numbers may not be spread in different shipping cartons or on different pallets. Mixing should be avoided as much as possible.
- The different products (part numbers) shall be packed in a **DH4** or **DH7**; no mixed product in a **DH4** or **DH7** is allowed.
- Stacking of goods shall be done according to previously agreed and documented patterns.

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6.5.6 DOUBLE STACKING

The shipping cartons shall be of sufficient good quality to allow double stacking without any risk of collapsing of the boxes or damaging the products.

When double stacking cannot be done, - because of safety limitations due to the product characteristics and/or weight, a clear label shall be applied on the shipping carton or on the shrink wrap of each of the pallets to ensure that the pallets won't be stacked. In addition, the supplier shall indicate on the transportation documents, - the CMR, Airway bill or Bill of Lading documents, that double or triple stacking is not possible.

Example of labels to indicate pallets may not be stacked.



DO NOT STACK !  
NIET STAPELEN !  
NO EMPILAR !  
NON SOVRAPPORRE CARICHI !  
НЕ ШТАБЕЛИРОВАТЬ!!  
NEM VEREM RAKLAPOK !

**7 LABELING REQUIREMENTS**

7.1 Case Box Labels

7.1.1 Case boxes can hold finished product in Unit Boxes or loose bulk product. Each case box on a pallet received by DRiV must have a human readable label in English identifying the following items:

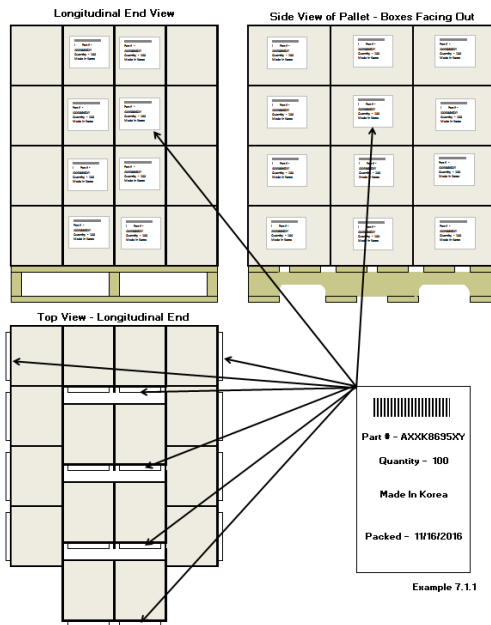
- 7.1.1.1 DRiV part number.
- 7.1.1.2 Quantity in box.
- 7.1.1.3 UPC-C scannable bar code reflecting same.
- 7.1.1.4 Country of Origin.
- 7.1.1.5 Date item packed for shipment and labeled.

7.1.2 The label for each case box shall be on the outside face of any box on the pallet so positioned.

7.1.3 Any case box without an outward facing side will need to have their box label located on the side facing the longitudinal end of the pallet. All inner labels must be facing towards the same end. Example 7.1.1 shows how labels should be affixed to the outside of the boxes.

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**7.2 Unit Box Labels**

- 7.2.1 Unit box label formats are established by the brand management of the product. The Sales and Marketing groups will define formats and content. Specifications for such should be provided by the Purchasing and Product Engineering groups during the quotation process.
- 7.2.2 Unit boxes generally hold finished products in a count of one per box, unless it is a kit box that may hold more than one finished good, (Example – Shim Stock).

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- 7.2.3 Unit box labels if not specified by brand management must be on a label stock that fits the box and allows for the placement of the following information.
  - 7.2.3.1 DRiV part number.
  - 7.2.3.2 Quantity in box.
  - 7.2.3.3 UPC-A scannable bar code reflecting same.
  - 7.2.3.4 Country of Origin.
  - 7.2.3.5 Date item packed for shipment and labeled.
  - 7.2.3.6 Customer part number when identified and provided.

**7.3 Master Label Requirements**

- 7.3.1 Master Labels are requested when a supplier ships a pallet with **one** part number on it, but in several case boxes. This label does not take the place of a Case Box Label, but allows receiving to scan one Master Label versus several Case Box Labels, speeding up the receiving process.
- 7.3.2 The Master label must be in a human readable format, in English and printed on label stock in one to two preferred colors that will signify it as a Master label, those colors being light Yellow or light Orange.
- 7.3.3 The format of a Master Label is below in Example 7.3.1. When the Master Label is printed it must include the designation of Master Label printed on the top of the label. This is in addition to the content defined in 7.3.4 following.
- 7.3.4 The Master Label includes the following items based on configuration of the pallet:
  - 7.3.4.1 A scannable and readable DRiV Part Number is required. If the supplier opts to put their part number on the label, that is acceptable, however the DRiV part number must be on the label.
  - 7.3.4.2 A scannable and readable quantity of product, all product on the pallet.
  - 7.3.4.3 A readable date the label is made and printed, usually system generated.
  - 7.3.4.4 A scannable and readable DRiV Supplier Code. If a supplier is unsure of their code, these are always available on the Purchase Order.
  - 7.3.4.5 The country of origin for the product. We strongly stress the fact that origins need to be in line with the international agreements for customs regulations / ISO-codes. Therefore, the origins stated must conform to these ISO codes and per part number on the invoices. These origins must be the same as in the EDI transaction. Of course, the "Administrative" origin must be equal to the origin marked on the product itself.
- 7.3.5 Placement of the Master Label are defined for Packaged and Bulk Product, they are
  - 7.3.5.1 Packaged Product - Master labels are to be placed on a piece of corrugated (not directly attached to shrink wrap or cases) and should be attached to the top center of the pallet entry side (40"/102cm side) so that all information is visible when looking at the pallet.
  - 7.3.5.2 Bulk Product - Master label must be placed directly to the top center of a case on the top side of the pallet, or on a pallet entry side of a boot or crate.

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Figure 4: Example 7.3.1

7.4 EMEA Master Label Requirements (LABELS & BAR CODES)

Each shipping carton must have **on all sides** at least the following information.

1. An Odette type transport label
2. The pallet type on a paper in a fluorescent color (minimum A5 - 148 x 210 mm – size):
  - a. Pallet type: **"FULL PALLET"** for a homogeneous pallet = all parts on the pallet have the same part number
  - b. Pallet type: **"MIXED PALLET"** for a heterogeneous pallet = the parts on the pallet DO NOT have all the same part number

The Odette Transport Label is intended to be used on all transport packages between two trading partners - supplier and DRiV Distribution Centers. It is expected that in most cases the label will be used in conjunction with advance shipping information, which is transmitted electronically, via EDI and email.

Position of the labels: In the middle of the shipping cartons (see example)

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Receiver:	Delivery Address:		
Advice Note Number (N):	Supplier Code:		
	Net Weight (Kg)	Gross weight (Kg)	No. of boxes
Part Number (P)			
Quantity (Q)	Product description:		
	Supplier part number:		
	Date:	Modification date:	
	Country of origin (ISO 2-digit code)		
Serial Shipping Container Code (SSCC):			

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Explanation of the different input boxes on the Odette Transport Label, and where applicable, add the barcode (see example previous page):

- Receiver:** Name of the DRiV location receiving the goods.  
see 2. DC LOCATIONS AND CONTACTS – column: Name & Address
- Delivery Address:** Address of the DRiV location receiving the goods.  
see 2. DC LOCATIONS AND CONTACTS – column: Name & Address
- Advice Note Number:** ASN number
- Supplier Code:** DRiV Supplier Reference Number  
It is not allowed to indicate the name of the supplier
- Part Number:** Part Number of the products used by DRiV
- Quantity:** Quantity of the goods on the pallet or in case of a pallet with mixed goods, quantity by part number.
- Product Description:** Description of the goods and of the brand (example: CHAMPION, MOOG, FERODO...etc.)
- Supplier Part Number:** Part Number of the products used by the supplier
- Serial Shipping Container Code:** SSCC is an 18-digit number used to identify logistics units. In order to automate the reading process, the SSCC is often encoded in a barcode, generally GS1-128.  
The SSCC is commonly used in the advance ship notice (ASN) EDI transaction.
- Country Of Origin:** The country of manufacturing of the products. The code must be the same as on the packaging and on any documentation. (see 3.1 above)

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**8 ADMINISTRATIVE REQUIREMENTS**

**8.1 Invoice Requirements**

8.1.1 Pursuant to Driv terms and conditions, which are provided as part of Driv Purchase orders, the following Invoice requirements are defined to insure consistency in application for our Distribution Centers.

8.1.2 Suppliers when invoicing Driv must provide the following on their documents to insure payment for product or services:

- 8.1.2.1 Supplier Name and Address recognized on Purchase Order
- 8.1.2.2 Supplier Number as provided as part of the commercial relationship, provided on Purchase Order.
- 8.1.2.3 DRiV Purchase Order Number
- 8.1.2.4 Listing of part(s) provided and invoiced for by DRiV part numbers.
- 8.1.2.5 Quantity of each part as indicated in section 8.1.2.4 with extended total of price in US Dollars.
- 8.1.2.6 Invoice number from supplier.

8.1.2.7 Proof of shipment referencing the following documents where used and available:

- Container Number
  - 8.1.2.7.1 Shipper or Bill of Lading Number
  - 8.1.2.7.2 Packing List Number
  - 8.1.2.7.3 Custom Documents

8.1.3 Example 8.1.1 below details an example of an Invoice that meets DRiV requirements.

<b>Invoice No.</b>	EX/015/P	<b>Container Number:</b>	BY AIR	<b>Packing List:</b>	XXXX
<b>Ship to:</b>			<b>Ship from:</b>		
DRiV Smyrna DC 2100 Midway Lane Smyrna, TN 37167			Tenneco Goetze (India) LTD Rajpura Road, Bahadurgarh Patiala-147021, Punjab (India).		
<b>Vendor</b>	01086	<b>Bill of Lading</b>	2010040	<b>Date</b>	
<b>Total Pallets</b>	24	<b>Total Qty</b>	472	<b>Ship Date</b>	
<b>F-M Part No.</b>	<b>Vendor Part No.</b>	<b>BR/ST/F</b>	<b>Quantity</b>	<b>PO#</b>	<b>Container No.</b>
09592PPNX	3U1E6110	0211	184	816440	8713 5793
09595PPNA	YU1L6110	0211	288	816439	8713 5793



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Figure 5: Example 8.1.1

**8.2 Electronic Notification Requirements**

- 8.2.1 The preferred process for transferring delivery information, including Country of Origin, Quantity and DRiV part number information is through an ASN or Advanced Shipping Notice.
- 8.2.2 How to get information on doing an ASN.
- 8.2.3 Where to send the ASN and through what media.
- 8.2.4 What is the advantage of doing an ASN versus just including a packing slip and information noted in 8.1.2.7 above?

**8.3 Customs / Import Shipping Requirements**

- 8.3.1 Customs and Importation requirements are the responsibility of the supplier of choice to meet for the country being shipped into. Suppliers unfamiliar with requirements can go to a Tenneco/DRiV website to access information on those requirements.
- 8.3.2 The website will provide access to the following information:
  - 8.3.2.1 US Custom Document Requirements
  - 8.3.2.2 Custom Trade Partnership Against Terrorism Requirements – C-TPAT Security Profile

**8.4 EMEA Registration Slot Assignments and Documents**

All inbound deliveries are done on an Ex-Works (EXW) base.  
 DRiV Global transportation has chosen the freight company responsible for the pickup of the goods. The supplier shall contact the assigned freight company when the goods are ready to be picked up.

**1. WILLEBROEK / ST TRUIDEN :**

**SLOT BOOKING:**

The transport company shall book a slot in the Automated slotting system for any delivery to Willebroek  
 You will find that the inbound section in the Automated system is divided in 7 self-evident groups:

- SHIPMENT: up to 15 UNITS = flexible regime\*
- SHIPMENT: More than 15 UNITS
- CONTAINER
- SHIPPING MATERIALS for pallets, cartons, etc...
- CUSTOMER RETURN for approved customer return shipments
- DC STOCK TRANSFER

Note: 1 UNIT = 1 Palet, Carton or Parcel

(\*) Flexible regime:

When a forwarder delivers shipments where each shipment is up to 15 units from multiple suppliers in same the truck and the total load is more than 15 units, then a booking registration mentioning all data (see below) is also mandatory.

Based on the supplier schedule, most of the inbound shipments from our main suppliers are already pre-booked on dedicated carrier level in Automated.

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**RULES OF THE TRANSWIDE SYSTEM:**

- If a pre-booked shipment is not needed anymore, the carrier shall delete this booking asap, latest 24 hours before the slot date.
- When a shipment unit quantity is less than the pre-booked slot of more than 15 units, the carrier shall cancel the pre-booked slot and he shall make a new booking for a slot of up to 15 units on the same day.
- When a supplier is not indicated in the supplier schedule or no specific delivery date is specified, the carrier needs to call the inbound admin department to get prior approval for booking a slot for unloading. (see point 2 DC LOCATIONS AND CONTACTS)
- If the carrier wants to use a free slot for the unloading of a shipment that is not corresponding to the pre-defined delivery schedule, prior approval is needed from the inbound administration department.
- All carriers and suppliers need to add the requested information in the (pre-)booked slot:

**TIMING:**

**SHIPMENT up to 15 UNITS:** between first and last time slot, between 10:00 and 15:30 (GMT+1) and as close as possible to the booked time slot (flexible regime).

**SHIPMENT more than 15 UNITS:** between first and last time slot, between 10:00 and 15:30 (GMT+1) and shall not be unloaded when they arrive more than 30 minutes' overdue. The carrier must go back into the Automated booking system to book the earliest available slot to unload.

DRiV is not accountable for any costs which arise due to none respecting the agreed time slot. Any truck arriving 120 minutes before the scheduled time slot will not be allowed to DRiV premises.

Any information can be obtained from the Administration department.

**DOCUMENTS:**

For customs clearance of truck shipments, the driver shall go first to our broker

After clearance, DKM will stamp the CMR and truck can come to the warehouse to unload the goods. If there is no stamp from DKM on the CMR the goods will not be unloaded.

The driver shall deliver at arrival a set of the following documents to Administration Department:

- Original (stamped) (& signed) commercial invoice(s)
- Original (stamped) (& signed) packing list(s)
- CMR
- EUR1 (if applicable)
- A.TR (if applicable)
- any other legal document needed to import goods into the country of destination.

**CMR**

The international transport document CMR or waybill is required when the Truck Driver of the Transport Company presents himself at the DRiV premises.

Following sections and info are required:

- The Supplier code
- The invoice number

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- Number of pallets
- Weight and volume
- Floor meters ("FLM") or Loading meters ("LDM") used, if applicable.

**2. AARTSELAAR:**

The transport company shall book a slot in the Automated slotting system for any delivery to Aarstelaar.  
(see Willebroek)

**3. OTHERS EMEA DCS :**

Slot booking is not required for any delivery to the rest of the EMEA Distribution Centers.

**8.5 ARRIVAL AT THE DISTRIBUTIONCENTER & UNLOADING**

DC Location	WHAT SHOULD THE DRIVER DO?
<b>BELGIUM</b> WILLEBROEK	Before unloading: the truck driver shall go to the administration building (follow the signs) and sign in with the docking coordinator.
<b>BELGIUM</b> AARTSELAAR	Before unloading: the truck driver shall drive to the back of the building. There he will find a warehouse operator who will process the shipment. In case no one is available, there is a phone number that can be called for further assistance.
<b>SOUTH AFRICA</b> MEADOWVIEW	Truck driver shall report to receiving and register himself at the security. Truck driver not to open the truck or break any seals until seals have been checked by Receiving Team Leader
<b>Others EMEA DCS</b>	When arriving at the gate: the truck driver shall register himself with the security guard. / Administration office and sign in with the inbound coordinator.
<b>UK</b> BRADFORD	When arriving at the gate: the truck driver shall register himself with the security guard.

**8.6 QUALITY INSPECTION**

The warehouse people receiving the goods will do the quality inspection. In case non-conformities are detected or if some of the delivered products are on the Quality Inspection (prio-) list, the receiving people will inform the Quality team.

See point 6.2

**8.7 RELEASE OF TRUCK**

The docking coordinator will inform the truck driver when he's cleared to leave.

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**8.8 SPECIFIC REQUIREMENTS FOR TRANSPORT METHODS FROM OUTSIDE THE EU**

For Non-EU shipments, the following extra requirements prevail, unless explicitly agreed otherwise with the DRiV Administration Department. If this agreement is not obtained prior to shipment of the goods, and goods are not freighted at suppliers' expenses, DRiV will debit the suppliers' account accordingly)

**TRUCK SHIPMENTS**

Most incoming shipments (including intra-EU) are on Ex Works factory basis. The trucking company to be used for your country of production is chosen by the DRiV Freight Department. The approved Supplier(s) for Truck Freight can be obtained from the DRiV Import Desk.

The dedicated customs broker to be used for customs clearance of the incoming shipments is:

**BELGIUM: WILLEBROEK & AARTSELAAR**

D.K.M.  
Noorderlaan 2 - 4  
2000 ANTWERP  
Belgium

**ITALY: VERONA**

Import Air & Seafreight Operations  
Hellmann Worldwide Logistics Spa  
Via della Siderurgia 85  
36100 Vicenza - Italy

**UNITED KINGDOM: BRADFORD**

Import Air & Seafreight Operations  
Hellmann Worldwide Logistics [LTSD](#)  
Kuhlmann House, Lancaster Way,  
Fradley Park, Lichfield, WS13 8SX - UK

**SOUTH AFRICA: Meadowview**

Import Air & Seafreight Operations  
Hellmann Worldwide Logistics (Pty) [LTSD](#)  
1st Fl Milkwood East, Milkwood Office Park, Cnr Milkwood Cres & Douglas Saunders Dr, La Lucia  
Durban, Kwa-Zulu Natal South Africa 4051

**SEAFREIGHT SHIPMENTS**

Standard conditions of purchase are FOB Port of Loading or Ex Works Point of Loading. The approved Supplier(s) for Ocean Freight can be obtained from the DRiV Import Desk.

Whenever possible, all Bills of Lading should be express releases. (This is a B/L, where no Original is required upon arrival, resulting in a shortening of lead-times.)

For Meadowview (South Africa), all Bills of Landing should be express released at all times, otherwise there is additional storage charges if not received on time

**IMPORTANT!**

While creating a booking with the carrier, DRiV will input the following 2 clauses in the remark column:

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- Clean and dry container is needed.
- Container floor humidity must be under 15%

When picking up the empty container, the carrier shall test the container floor humidity using a calibrated humidity detector to measure the humidity at door, the middle of container and the front of the container.  
The carrier will only pick up the empty container with a humidity of maximum 15%.  
The humidity percentage will be marked on the EIR (equipment interchange receipt) with the driver and be signed off by the person who measured the humidity.

The carrier will keep a copy of the EIR.

The supplier shall also use the humidity detector to test the pallet humidity as well. The pallet humidity before loading shall be 15% to max. 20%.

To avoid any problem, the supplier shall use of kiln dried wood for the pallets.

**AIRFREIGHT SHIPMENTS**

Standard conditions of purchase are Ex Works Point of Loading. The approved Supplier(s) for Air Freight can be obtained from the DRiV Import Desk.

**SMALL PARCELS**

Urgent small parcels (< 25 kg.) will be sent on DAP basis (i.e. at the charge of the Supplier).

If you have received an agreement for sending the goods on our expense, contact the DRiV Import Desk. They will take care of the shipment arrangements with our courier.

**9 TRAILER LOADING REQUIREMENTS**

**9.1 Container or Trailer Loading Requirements**

- 9.1.1 When shipping a single trailer to more than one DRiV location, the freight needs to be loaded according to the route; with the final stop in the nose, first stop on the tail and others stops loaded in sequence by planned stops.
- 9.1.2 Shipping documents, including Packing Slips, Bills of Material or ASN's must indicate the location of each receiving location's material in the trailer or container.
- 9.1.3 Within reason, the supplier along with the freight forwarder should maximize the trailer cube or volume as much as possible.
- 9.1.4 The shipper when loading the trailer must eliminate as much potential for load shifting by placing material tight together in the trailer and reinforcing with chocks or other support methods when needed to secure the products.

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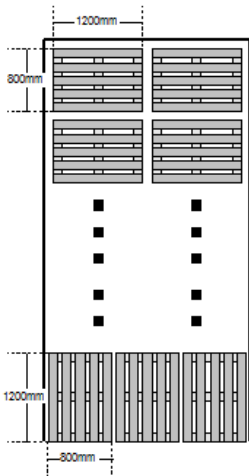
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- 9.1.5 To facilitate loading and unloading, the preferred direction of the pallets in a trailer or container has the Longitudinal ends toward the rear or doors of the trailer, running parallel to the trailers sides. If maximization of a trailer is achieved by running the Longitudinal ends perpendicular to the sides of the trailer, the supplier must insure they are utilizing a required 4-Way pallet as indicated in section 5.1 above.
- 9.1.6 When shipping a mixed pallet of part numbers, these pallets must be loaded on the rear or near the doors to enable the receiving departments to unload them first.
- 9.1.7 At no point is triple stacking of pallets allowed on a trailer.
- 9.1.8 When double stacking is required to maximize a trailer or container, the following requirements must be adhered to by the Suppliers and Freight Forwarders.
  - 9.1.8.1 Pallets must be stacked in a column fashion to take advantage of the Edge Crush Strength of the Case Boxes specified above. While some cross running of edges is expected as discussed earlier, alignment of box edges is critical to pallet unitization strength.
  - 9.1.8.2 When double stacking product in a trailer or container, the bottom pallet is **required** to be reinforced by upright corner supports as well as horizontal corner supports to decrease potential risk in shipment. Use of banding material to hold Case Boxes and supports in place is **required**. Metal banding is prohibited.
  - 9.1.8.3 Banding of Case Boxes onto pallets is the expected method of fastening the load to the pallet. For product shipped within the Continental United States, the use of stretch wrap is allowed to hold the load onto the pallet.
  - 9.1.8.4 An outer container or cover used to add strength or to protect the product in transit if utilized should be connected via fasteners to the pallet for shipment.
  - 9.1.8.5 Because of weight or size of product, if a supplier cannot ship the product in a double stacked method as indicated, they must contact and get approval of any other method by contacting the receiving locations Quality or Inventory Manager as indicated in section 4 above. Alternate methods are not permitted until reviewed and authorized by the receiving location.
- 9.2 **Seals for Shipping Containers**
  - 9.2.1 All seals used to secure Shipping Containers or Full Truck Loads must meet the ISO/PAS 17712 Certification Requirements.
  - 9.2.2 Seals must be affixed prior to the shipment leaving the source destination.
  - 9.2.3 The Seal number must be documented on the Bill of Lading or shipper when sent.
- 9.3 **EMEA requirement Loading of Trucks**
  - Any mixed pallet shall be loaded last into the truck or container.
  - The pallet labels shall be attached to the shipping carton or shrink-wrapped products in such a way that the truck driver can easily read and scan the labels.
  - A packing list shall be attached to one of the first cartons when opening the trailer or container in such a way that the DRiV warehouse operator receiving the goods had immediate access to the packing list.
  - All pallets shall be loaded as per drawing below. Any deviation needs to be approved by the receiving responsible (see point 2 DC LOCATIONS AND CONTACTS)

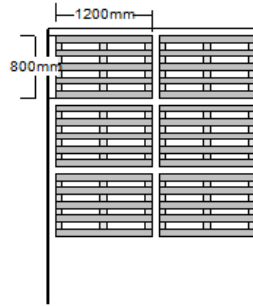
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**FULL TRUCKLOAD SHIPPING (FTL)**



**LESS THAN TRUCKLOAD SHIPPING (LTL)**



When a container is loaded, closed (and sealed) by the supplier at his premises or on his behalf, proper stowage, securing and lashing needs to be executed by the supplier to prevent the goods from shifting, falling or getting damaged during the transit. The materials used, such as timber, air bags,...etc. shall also be compliant with the ISPM 15 regulations.

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**10 NON-CONFORMANCE / DISCREPANCIES**

**10.1 Types of Non-Conformances**

- 10.1.1 The following information will document the expectations, penalties and corrective action requirements of a Non-Conformance identified by DRiV from the supplier's product or services to our customers or our locations.
- 10.1.2 There are two types of Non-Conformances that will be addressed in this document, they are:
  - 10.1.2.1 Quality or Product Related
  - 10.1.2.2 Adherence to Service Requirements by Supplier
- 10.1.3 Quality or Product Related non-conformances will be handled by the Quality Procedures of the business and location. Issues found will be governed by those procedures, including supplier contact, containment of problem and product, problem definition, corrective actions, product returns, inventory replacement, cost or penalties.
- 10.1.4 Adherence to Service Requirements and Procedures by the Supplier will be monitored and administrated by the Purchasing, Quality, Receiving and Packaging departments within the DRiV location. The performance of a supplier is published by DRiV through a system called SupplyNet. Access can be obtained through the Purchasing group.
- 10.1.5 In general, a non-conformance of a Service Requirement or Procedure means the supplier did not adhere to requirements documented and published governing the relationship with DRiV. In the case of this procedure, "Global Distribution Center Incoming Packaging Requirements", not meeting the items contained within this procedure could result in a Supplier Corrective Action Request, (SCAR) within Supply Net being issued to the supplier for corrective actions on the non-compliance. If the supplier fails to remedy the issue published with the SCAR, then the supplier may receive penalties or costs to remedy their non-conformance to procedures if further SCAR's are issued.
- 10.1.6 When containers are received damaged upon arrival to DRiV, the receiving department will document those findings on the Packing Slip or CMR according to international rules and will request the Truck Drivers signature when available on the document to confirm the findings. Pictures should be taken of the damages and transmitted to the trucking company and supplier, with the originals maintained by the receiving group of the impacted facility.
- 10.1.7 Recovery of damages will be handled by the Materials or Import Desks and will start with the formal damage investigation and completion of said report. Initial claims will be filed with the freight carrier, however, if substandard or non complying packaging was utilized then the report and credit memos will be filed with the supplier of the product. The charges may include beyond the cost of the product any labor or other costs necessary to unload and receive for processing the material in question.
- 10.1.8 The finance department will debit outstanding payments for said costs upon confirmation of the issue by Receiving and Quality departments. These will be handled through accounts payable.
- 10.1.9 When damages are hidden upon receipt and found after unloading, the Receiving, Packaging and Quality departments will adhere to our review procedures including containment of the product, analysis of the issue and then processing of a claim if so deemed.
- 10.1.10 Damages due to incorrect internal handling or other reasons by DRiV will not end in a claim or impact the Supplier's Supply Net Score. If DRiV contacts the supplier to ask for assistance with a re-work of the goods, DRiV will bear the transportation and other costs if agreed to by the Purchasing, Materials and Quality departments of DRiV.
- 10.1.11 DRiV maintains the right of refusing a shipment when a supplier violates published Environmental or other legal requirements, puts our associates at risk due to the condition or state of the load, or is repeatedly negligent in failing to adhere to DRiV requirements as a course of business.





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### 10.2 Penalties for Non-Compliance to Incoming Packaging Requirements

- 10.2.1 A continued or repeated performance of failing to adhere to the "DRiV Distribution Incoming Packaging Requirements" will subject the supplier to penalties for failure to comply or handling costs if labor or other resources are required to rectify the issue or discrepancy.
- 10.2.2 The following as illustrated in Example 10.2.1 are representative of failure types and the consequences but are not all inclusive. DRiV maintains the right of seeking recovery for continued failure to comply with stated procedures and legal regulations from a supplier if they are found in violation of said requirements.

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Discrepancy Type	Discrepancy problem	Chargeback
ASN / Purchase order	Fails to provide ASN as required.	Refer to Supplier Manual E-SC-GL000
ASN / Purchase order	Lists incorrect or wrong PO number on documents.	Refer to Supplier Manual E-SC-GL000
Paperwork Requirements	Paperwork does not reference container or shipment number to match invoice for material.	Refer to Supplier Manual E-SC-GL000
Paperwork Requirements	No Packing List, CMR or Bill of Lading present upon receipt of shipment in lieu of ASN listing contents.	Refer to Supplier Manual E-SC-GL000
Paperwork Requirements	Paperwork does not reference DRiV purchase order or is the incorrect one.	Refer to Supplier Manual E-SC-GL000
Paperwork Requirements	When required, Packing List, CMR or Bill of Lading does not reference Seal number on trailer.	Refer to Supplier Manual E-SC-GL000
Paperwork Requirements	Paperwork has more than one Purchase Order Number on Packing List, CMR or Bill of Lading.	Refer to Supplier Manual E-SC-GL000
Paperwork Requirements	Paperwork does not provide DRiV part numbers or quantities on Packing List, CMR or Bill of Lading.	Refer to Supplier Manual E-SC-GL000
Packaging Requirements	Supplier does not utilize a skid to the dimensions required by DRiV distribution center.	Refer to Supplier Manual E-SC-GL000
Packaging Requirements	Fails to mark DRiV Part Numbers and Quantity on outside of cartons as required.	Refer to Supplier Manual E-SC-GL000
Packaging Requirements	Supplier puts more than one part number in a box.	Refer to Supplier Manual E-SC-GL000
Packaging Requirements	Supplier does not follow requirements for max amount of part numbers on a pallet.	Refer to Supplier Manual E-SC-GL000
Packaging Requirements	Supplier does not vertically stack like part numbers.	Refer to Supplier Manual E-SC-GL000
Packaging Requirements	Supplier does not stack product to the height requirements identified for the facility shipped to.	Refer to Supplier Manual E-SC-GL000
Packaging Requirements	Product is received in non-conforming packaging.	Refer to Supplier Manual E-SC-GL000
Product	Count difference between billed and actual.	Refer to Supplier Manual E-SC-GL000
Product	Quality issue requiring containment, sorting or additional inspection of product.	Refer to Supplier Manual E-SC-GL000
Product	Provide labor to rework product to specification.	Refer to Supplier Manual E-SC-GL000
Product	Provide supervision of manpower of rework.	Refer to Supplier Manual E-SC-GL000
Product	DRiV part number is not on product when specified on purchase order.	Refer to Supplier Manual E-SC-GL000

Figure 6: Example 10.2.1

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## 11 ENVIRONMENTAL, HEALTH AND SAFETY

### 11.1 DRiV Commitment to EHS

- 11.1.1 DRiV will provide a safe and healthy workplace and will protect the environment in so far as it is affected by our activities, products, or services.
- 11.1.2 To meet our commitments, DRiV will:
- 11.1.2.1 Meet or exceed applicable environmental, health and safety requirements imposed by law and any EHS standards or procedures which the company adopts.
  - 11.1.2.2 Manage EHS in accordance with ISO 14001, and continually improve the EHS management system and overall EHS performance in pursuit of the company's goal of zero defects in all that we do.
  - 11.1.2.3 Develop and implement best practices for worker and environmental protection, including practices to prevent pollution and minimize waste.
  - 11.1.2.4 Inform all employees of this policy and provide the training and resources necessary to implement it.
  - 11.1.2.5 Develop and implement appropriate EHS objectives and targets as part of our various business plans.
  - 11.1.2.6 Employ appropriate EHS performance measures and recognize exemplary accomplishments.
  - 11.1.2.7 Conduct periodic self-evaluations and audits of EHS compliance and of EHS management systems, the results of which will be considered during periodic management reviews of the adequacy of such systems.
  - 11.1.2.8 Identify potentially applicable improved EHS management practices, through benchmarking and participation in appropriate cooperative programs to develop such improvements.
  - 11.1.2.9 Identify, consider and minimize -in research and development, acquisition, and capital project review and approval activities - potential EHS impacts of new and modified products and production processes.
  - 11.1.2.10 Consider EHS performance in the selection of suppliers and contractors and work cooperatively with them so that they will support DRiV's adherence to this policy.
  - 11.1.2.11 Work constructively with government regulators and concerned citizens on EHS issues.

### 11.2 Supplier Expectations

- 11.2.1 In accordance with our commitment to our policy and ISO 14001 requirements, we try to avoid or to minimize any effect to the environment caused by our daily operations. We have the ambition and commitment to work with our suppliers in a co-operative manner to meet our goals while they play as they play a vital role in the success of our business.
- 11.2.2 Our expectations of our suppliers is simply that they perform their planning for and choice of packing materials and handling of excess and rejected materials in such a way that the total environmental impact is minimized for the delivered products and services they provide.
- 11.2.3 Above all, we expect our supplier to fully consider recyclability and the use of recycled materials when selecting materials and packaging design solutions. Examples of these expectations include but are not limited to the following items:
- 11.2.3.1.1 No UV coatings used on cartons for health reasons.
  - 11.2.3.1.2 The use of plain shipping cartons which are reusable and or recyclable.
  - 11.2.3.1.3 The use of the required pallets to promote reused within the value stream.
  - 11.2.3.1.4 Use of Plastic Strapping to secure loads to prevent cuts and to promote recycling.
  - 11.2.3.1.5 Use of environmentally friendly filling materials to take up space in boxes when needed.

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**12 TRANSPORTATION REQUIREMENTS**

**12.1 Carrier Requirements and Resources**

12.1.1 As a vital cost of doing business, freight and transportation costs are key areas for control of spend. To facilitate selection and reduce costs DRiV provides our suppliers with Routing Guides for selection of approved providers. A supplier can access the guides as shown in Example 7.3.1 above. Follow the same process and on the Shipping/Tax screen select one of the following items for selection of freight providers approved by DRiV.

- 12.1.1.1 Routing Guides for North America
- 12.1.1.2 Routing Guides for Germany and EMEA

**13 APPENDIX**

**13.1 Site Specific Listings**

13.1.1 The following table contains site specific information for our suppliers shipping into a specific Distribution Center and is formatted to provide a quick reference guide. The supplier must reference this document to insure they are getting the most accurate information for their specific ship to site.

13.1.2 The tables are set up for Cross Dock, Labeling, Bulk Material, Finished Packaged Product and Stacking requirements.

13.1.3 Example 13.1.1 – Additional and Specific Site Requirements by Area and Site

13.1.3.1 North & South American Operations

	Requirements	Smyrna DC	Skokie DC	La Plata DC	Brazil DC	Harrisonburg DC	Paragould DC	San Martin Obispo DC	Apaseo DC	Beck Arnieley DC
Cross Dock	Cross-docked product must meet Canadian Tire and Wal-Mart customer vendor agreement specs.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	N/A
Labeling	When Case Boxes are utilized by the supplier, case labels are required.	YES	YES	YES	YES	YES	YES	YES	Yes	Yes

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Requirements	Smyrna DC	Skokie DC	La Plata DC	Brazil DC	Harrisonburg DC	Paragould DC	San Martin Obispo DC	Apaseo DC	Beck Arnley DC
Barcode labels must be human readable in English and follow AIAG requirements for clarity and content.	YES	YES	YES	YES	YES	Yes	YES	YES	Yes
All product shipped on a pallet that is covered either in plastic, fiberboard or in a crate will require a case label for each part number on the skid placed on the longitudinal end of a pallet.	YES	YES	YES	YES	YES	Yes	YES	YES	Yes
Master Label requested when shipping one part bulk or one part finished packed product on a pallet.	YES	YES	YES	YES	YES	Yes	YES	YES	Yes
Bulk Product for Packaging DRiV part number, quantity and tare weight must be listed on pallet or crate when used.	YES	YES	YES	YES	YES	Yes	YES	YES	Yes

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Requirements	Smyrna DC	Skokie DC	La Plata DC	Brazil DC	Harrisonburg DC	Paragould DC	San Martin Obispo DC	Apaseo DC	Beck Arnley DC
Heaviest part should be placed on bottom of pallet with part numbers stacked above following edge stacking guidelines.	YES	YES	YES	YES	YES	YES	YES	YES	Yes
Pallet weight not to exceed:	2,500 lbs	2,500 lbs	2,500 lbs	2,500 lbs	2,500 lbs	2500lbs	2,500 lbs	2,500 lbs	2500 lbs
Maximum number of parts per pallet is 5, individually boxed, and vertically stacked. No layering allowed for part numbers.	YES	YES	YES	YES	YES	YES	N/A	YES	N/A
Specialized crates or pallets for business or product requirements must be agreed to by supplier and DRiV prior to shipment.	YES	YES	N/A	YES	YES	YES	YES	YES	Yes

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Requirements	Smyrna DC	Skokie DC	La Plata DC	Brazil DC	Harrisonburg DC	Paragould DC	San Martin Obispo DC	Apaseo DC	Beck Arnley DC
Suppliers must adhere to the stacking heights of product for each facility. Any changes or special circumstances must be reviewed with the facility prior to shipment. Any change in structure not agreed to in advance will be refused upon arrival.	YES	YES	YES	YES	YES	YES	YES	YES	YES
Do not mix bulk and finished packaged product.	YES	YES	YES	YES	YES	YES	YES	YES	YES
Must use layer pads or sheets on every other layer for shipment integrity.	YES	YES	YES	YES	YES	YES	YES	YES	YES
Loads must be secured with banding, stretch wrap may be used, but not as the primary securing method of the load to the pallet.	YES	YES	YES	YES	YES	YES	YES	YES	YES

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	Requirements	Smyrna DC	Skokie DC	La Plata DC	Brazil DC	Harrisonburg DC	Paragould DC	San Martin Obispo DC	Apaseo DC	Beck Arniey DC
	Pallets must be covered in a plastic sheet or stretch wrap on top and sides to prevent damage or contamination during shipment. Protection should be secured to the pallet.	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Do not mix part numbers in bulk boxes, 1 part per box.	YES	YES	YES	YES	YES	YES	NO	YES	YES
Finished Packaged Goods	When stacking boxes you must use layer pads or slip sheets every other layer	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Do not mix bulk and finished packaged goods on pallet or in a crate.	YES	YES	YES	YES	YES	YES	YES	YES	YES
	The maximum number of finished packed goods is 5 on any pallet.	YES	YES	YES	NO	YES	YES	NO	YES	YES
	Do not mix Brands on a pallet.	YES	YES	NO	NO	YES	YES	YES	YES	N/A
	Part number must be facing out for identification.	YES	YES	YES	YES	YES	YES	YES	YES	YES



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Requirements	Smyrna DC	Skokie DC	La Plata DC	Brazil DC	Harrisonburg DC	Paragould DC	San Martin Obispo DC	Apaseo DC	Beck Arnley DC
Layering for part numbers of packaged product is allowed. It is not for bulk.	YES	YES	YES	YES	YES	YES	YES	YES	YES
Suppliers must adhere to the stacking heights of product for each facility. Any changes or special circumstances must be reviewed with the facility prior to shipment. Any change in structure not agreed to in advance will be refused upon arrival.	YES	YES	YES	YES	YES	YES	YES	YES	YES
Interlocking of boxes in a stacking pattern is allowed to provide load security of Packaged Product. It is not allowed for bulk product where edge strength must be maintained.	NO	YES	NO	NO	YES	YES	YES	YES	NO

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Requirements	Smyrna DC	Skokie DC	La Plata DC	Brazil DC	Harrisonburg DC	Paragould DC	San Martin Obispo DC	Apaseo DC	Beck Arnley DC
For domestic suppliers, stretch wrap 90 gauge or higher with a minimum of 5 wraps of film around the load securing it to the pallet is acceptable.	YES	YES	YES	YES	YES	YES	YES	YES	YES
International suppliers must use banding to secure their loads and the load on the pallet should be covered or sleeved with triple wall cardboard (700 lb thickness), same dimension as a pallet and fully covered. It must be banded with plastic	NO	YES	NO	NO	YES	NO	YES	NO	NO
Stacking Minimize the number of pallets shipped while adhering to the pallet make up contained in this document.	YES	YES	YES	YES	YES	YES	YES	YES	YES

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Requirements	Smyrna DC	Skokie DC	La Plata DC	Brazil DC	Harrisonburg DC	Paragould DC	San Martin Obispo DC	Apaseo DC	Beck Arnley DC
Diagram of stacking should be sent and approved by DRiV (and meet DRiV's pallet and pallet size requirements) before shipping.	YES	YES	YES	YES	YES	YES	YES	YES	YES

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13.1.3.2 EMEA Operations

	Requirements	Bradford DC	Coslada DC	Fameck DC	Meadowview DC	Mondovi Racing DC	ST Truiden DC	Verona DC	3PL Gliwice	Willebroek DC	AARTSELAAR
Cross Dock	Cross-docked product must meet Canadian Tire and Wal-Mart customer vendor agreement specs.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Labeling	When Case Boxes are utilized by the supplier, case labels are required.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Barcode labels must be human readable in English and follow AIAG requirements.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Pallets that are covered in plastic, fiberboard or a crate will require a case label for each part number placed on the longitudinal end of a pallet.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Master Label requested when shipping one part bulk or finished product on a pallet.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Bulk Product for Packaging	DRiV part number, quantity and tare weight must be listed on pallet.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Heaviest part should be placed on bottom of pallet with part numbers stacked above following edge stacking guidelines.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Pallet weight not to exceed:	750 kg	750 kg	750 kg	750 kg	750 kg	750 kg	750 kg	750 kg	750 kg	750 kg
	Maximum number of parts per pallet is 5, individually boxed, and vertically stacked. No layering allowed for part numbers.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Specialized crates or pallets must be agreed to by supplier and DRiV prior to shipment.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Suppliers must adhere to the stacking heights of product for each facility. Failure to do so will lead to product being refused at receipt by DRiV.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Do not mix bulk and finished packaged product.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Must use layer pads or sheets on every other layer for shipment integrity.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Loads must be secured with banding, stretch wrap may be used, but not as the primary securing method of the load to the pallet.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	

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Area(s):	All Distribution Centers				
Standard Element:	ISO 9001-2015 : 8 Operation : 8.2 Requirements for products and services : 8.2.2 Determining the requirements for products and services				
Owner:	Hayner, Chad	Approver(s):	Pietro Salaverry		

	Requirements	Bradford DC	Coslada DC	Fameck DC	Meadowview DC	Mondovi Racing DC	ST Truiden DC	Verona DC	3PL Gliwice	Willebroek DC	AARTSELAAR
	Pallets must be covered in a plastic sheet or stretch wrap on top and sides to prevent damage or contamination during shipment. Protection should be secured to the pallet.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Do not mix part numbers in bulk boxes, 1 part per box.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
YES	When stacking boxes you must use layer pads or slip sheets every other layer	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Do not mix bulk and finished packaged goods on pallet or in a crate.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	The maximum number of finished packed goods is 5 on any pallet.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Do not mix Brands on a pallet.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Part number must be facing out for identification.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Layering for part numbers of packaged product is allowed. It is not for bulk.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Suppliers must adhere to the stacking heights of product for each facility. Any changes or special circumstances must be reviewed with the facility prior to shipment. Any change in structure not agreed to in advance will be refused upon arrival.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Interlocking of boxes in a stacking pattern is allowed to provide load security of Packaged Product. It is not allowed for bulk product where edge strength must be maintained.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	For domestic suppliers, stretch wrap 90 gauge or higher with a minimum of 5 wraps of film around the load securing it to the pallet is acceptable.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
International suppliers must use metal or plastic banding to secure their loads. Loads shall be covered or sleeved with triple wall cardboard (700 lb thickness), same dimension as a pallet and fully covered.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	

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Owner:	Hayner, Chad	Approver(s):	Pietro Salaverry		

	Requirements	Bradford DC	Coslada DC	Fameck DC	Meadowview DC	Mondovi Racing DC	ST Truiden DC	Verona DC	3PL Gliwice	Willebroek DC	AARTSELAAR
Stacking	Minimize the number of pallets shipped while adhering to the pallet make up contained in this document.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
	Diagram of stacking should be sent and approved by DRiV (and meet DRiV's pallet and pallet size requirements) before shipping.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

13.1.3.3 Asian Operations

	Requirements	New Delhi DC	Pinghu DC
Cross Dock	Cross-docked product must meet Canadian Tire and Wal-Mart customer vendor agreement specs.	NO	NO
Labeling	When Case Boxes are utilized by the supplier, case labels are required.	YES	YES
	Barcode labels must be human readable in English and follow AIAG requirements.	YES	YES
	Pallets that are covered in plastic, fiberboard or a crate will require a case label for each part number placed on the longitudinal end of a pallet.	N/A	YES
	Master Label requested when shipping one part bulk or finished product on a pallet.	YES	YES
Bulk Product for Packaging	DRiV part number, quantity and tare weight must be listed on pallet or crate when used.	YES	N/A
	Heaviest part should be placed on bottom of pallet with part numbers stacked above following edge stacking guidelines.	YES	N/A
	Pallet weight not to exceed:	1,000 Kgs	1,000 Kgs
	Maximum number of parts per pallet is 5, individually boxed, and vertically stacked. No layering allowed for part numbers.	NO	N/A
	Specialized crates or pallets must be agreed to by supplier and DRiV prior to shipment.	YES	N/A

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	Requirements	New Delhi DC	Pinghu DC
	Suppliers must adhere to the stacking heights of product for each facility. Failure to do so will lead to product being refused at receipt by DRiV.	YES	N/A
	Do not mix bulk and finished packaged product.	YES	N/A
	Must use layer pads or sheets on every other layer for shipment integrity.	NO	N/A
	Loads must be secured with banding, stretch wrap may be used, but not as the primary securing method of the load to the pallet.	YES	N/A
	Pallets must be covered in a plastic sheet or stretch wrap on top and sides to prevent damage or contamination during shipment. Protection should be secured to the pallet.	YES	N/A
	Do not mix part numbers in bulk boxes, 1 part per box.	YES	N/A
Finished Packaged Goods	When stacking boxes, you must use layer pads or slip sheets every other layer	YES	NO
	Do not mix bulk and finished packaged goods on pallet or in a crate.	YES	YES
	The maximum number of finished packed goods is 5 on any pallet.	NO	YES
	Do not mix Brands on a pallet.	NO	YES
	Part number must be facing out for identification.	YES	YES
	Layering for part numbers of packaged product is allowed. It is not for bulk.	YES	YES
	Suppliers must adhere to the stacking heights of product for each facility. Any changes or special circumstances must be reviewed with the facility prior to shipment. Any change in structure not agreed to in advance will be refused upon arrival.	YES	YES
	Interlocking of boxes in a stacking pattern is allowed to provide load security of Packaged Product. It is not allowed for bulk product where edge strength must be maintained.	YES	YES
	For domestic suppliers, stretch wrap 90 gauge or higher with a minimum of 5 wraps of film around the load securing it to the pallet is acceptable.	NO	NO
	International suppliers must use metal or plastic banding to secure their loads. Loads shall be covered or sleeved with triple wall cardboard (700 lb thickness), same dimension as a pallet and fully covered.	NO	NO
Stacking	Minimize the number of pallets shipped while adhering to the pallet make up contained in this document.	YES	YES
	Diagram of stacking should be sent and approved by DRiV (and meet DRiV's pallet and pallet size requirements) before shipping.	NO	YES

Figure 7: Example 13.1.1

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**13.2 Acceptable Wood Species by Classes**

- 13.2.1 The required wood species allowed by DRiV distribution centers are listed below by geographic locations, classes and species.
- 13.2.2 When building, repairing or remanufacturing wood pallets, suppliers should ensure that pallet suppliers utilize species from these groups.
- 13.2.3 Species tables.



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13.2.3.1 North American Classes and Species of Accepted Wood

Class Number	Name and Geographic Location	Wood Species
1	High Density Eastern NA Hardwoods	American Beech Green or White Ash Sweet Or Yellow Birch Black Cherry Black Locust Dogwood Slippery or Rock Elm Hickory Black, Red and Sugar Maple Persimmon Tan Oak
2	North American Various Hardwoods	Bigleaf Maple Oregon Ash
3	Medium Density Eastern Hardwoods	Black or Pumpkin Ash Hackberry Silver or Striped Maple Magnolia Paper Birch Sweetgum Sycamore Tupelo
4	Medium Density Western Hardwoods	California Black Oak Cascara Chinquapin Madrone Myrtle Oregon White Oak
6	Medium Density Western Hardwoods	Red Adler
7	Low Density Eastern Hardwoods	American Basswood Big Tooth or Quaking Aspen Buckeye Butternut Catalpa Balsam or Black Cottonwood Eastern Poplar
21	Low Density Eastern Oaks	Red Oak White Oak

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Class Number	Name and Geographic Location	Wood Species
29	Low Density Western Hardwood	Yellow Poplar

13.2.3.2 European Classes and Species of Accepted Wood

Class Number	Name and Geographic Location	Wood Species
31	Imported Hardwoods	Kapur Keruing Mengkulang
32	Dense European Hardwoods	Ash Beech Oak Plane
34	Medium Dense Hardwoods	Dutch Elm Hybrid Larch Cosican or Lodgepole Pine Black, Italian, Grey Poplar Redwood Silver Fir

13.3 Grading of GMA Pallets

- 13.3.1 The following grades are commonly used within the pallet manufacturing industry to segregate the age and condition of recycled or reused pallets. DRiV utilizes these grades in conjunction with defined dimension requirements as noted in section 6.1.
- 13.3.2 Specialty pallets purchased to meet specific Customer requirements are always purchased as a New or Grade A Premium pallet.
- 13.3.3 Commercially recognized grades are as follows:
- 13.3.3.1 New pallets – Newly constructed pallets from the supplier with no wear evident. The pallet will:
- 13.3.3.1.1 Have a bright or unworn appearance of the wood.
  - 13.3.3.1.2 Will be constructed of new wood that will have no splits, wane, decay or unsound knots in the construction of the pallet.
  - 13.3.3.1.3 The pallet will have no shiners, or protruding nails in any board.
- 13.3.3.2 Premium Grade A Pallets – Reused or reworked pallets, often referred to as recycled pallets that are generally considered to be in the early stages of its life. These pallets will exhibit the following characteristics:
- 13.3.3.2.1 The wood will have a used or worn appearance, generally darker in color than new and appearing dirty with some wear of the cross boards.
  - 13.3.3.2.2 The stringers will have no cracks and will show no repairs with block or metal bridges.
  - 13.3.3.2.3 The pallet will have no shiners, no splits, wane, decay or unsound knots in the construction of the pallet.
  - 13.3.3.2.4 The pallet will have all boards as required in the specification and will maintain the structural integrity of a new pallet.

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- 13.3.3.3 Grade A Pallets - The most readily available pallet is the Grade A Pallet. Having more cycles on it the pallet will exhibit more wear and tear from usage. The pallet will exhibit the following characteristics:
  - 13.3.3.3.1 The appearance of the wood will show wear and be dirty or darker in color compared to newer pallets with less usage or cycles.
  - 13.3.3.3.2 Stringers will have no cracks or splits that are repaired by blocks or with a parallel stringer to the cracked stringer. Metal bridges or plates may be used to strengthen a crack that does not go more than halfway through a stringer.
  - 13.3.3.3.3 Deck boards top and bottom may show wear from usage, however they must be secure with the proper fasteners, have no shiners and have no cracks that are more than one inch into the board.
  - 13.3.3.3.4 All boards must be present and secure.
  
- 13.3.3.4 Grade B Pallets - As anticipated, this grade contains pallets that are further along in their life cycle. While not having the full structural integrity of a New, A Premium or A pallet, they still maintain a majority of the load bearing capability. Characteristics of this grade include:
  - 13.3.3.4.1 A worn appearance, having a dirty or worn appearance of the wood.
  - 13.3.3.4.2 Having stringers that are repaired with a block or parallel stringer to one that is cracked or damaged. These may have cracks that are three quarters too fully through the original stringer, requiring what is often called a companion or double stringer.
  - 13.3.3.4.3 Deck boards while in place may be replacement boards that do not have the same dimensions or thicknesses of the original boards.
  - 13.3.3.4.4 Chips, nicks, dents, cracks or gouges are often in or on deck boards for this grade.
  - 13.3.3.4.5 Due to usage, this grade of pallet may begin to see shiners that can cause snagging or tears to products when loaded on the pallet due to the protrusions from the wood.
  
- 13.3.3.5 Grade C Pallets - These pallets are not accepted by DRiV so we will not define that grade here, suffice to say they are worn.

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**14 ASSOCIATED DOCUMENTS**

Refer to site for associated documents.

- 14.1 Supplier Requirements Manual DRiV
- 14.2 Purchasing Terms and Conditions DRiV
- 14.3 Restricted Substance Management Standard DRiV
- 14.4 Customs-Trade Partnership Against Terrorism, (C-TPAT)
- 14.5 Uniform Standard For Wood Pallets – 2014, National Wooden Pallet and Container Association, (NWPCA)
- 14.6 International Standard for Phytosanitary Measures – ISPM Number 15, International Plant Protection Convention, (IPPC)
- 14.7 Standard Test Methods for Pallets – ASTM D1185, Standard Test Methods for Nails – ASTM F680, ASTM International
- 14.8 Pallets for Materials Handling – Quality of fasteners for assembly of new and repair of used, flat wooden pallets – ISO 15629, Pallets for materials handling – Quality of assembly of new, wooden, flat pallets – ISO 18334, International Organization for Standardization, (ISO)

**15 REVISION HISTORY**

Changes are listed most recent first.

Revision	Date	Details
6	3/5/24	Assigned new document owner (Chad Hayner), updated DC sites and contact information, removed DRiV references and replaced with DRiV, much content added for EMEA. Only plastic banding, no metal
5	10/31/2017	Added additional information for Paty, Hungary DC
4	3/3/2017	Added York, Moreno Valley, New Jersey, La Plata and Mexico City. Updated to consolidate EMAN and US for one Global Document. Updated and added references for EMEA plants, pallet specifications and boxes. Updated title to "Global Distribution Center Shipping Requirements" and owner to Jeffery Smoczynski and approver to David Wild.
3	8/19/2015	Updated contact number and pallet requirements for Indianapolis
2	5/18/2015	Added shipping requirements for Smyrna (1 invoice = 1 Container = 1 ASN)
1	3/10/14	Updated contact information for Smyrna, maximum mixed pallets for Indy to 5, owner Matthew Ceccardi and approved Lori Busha
0.6	6/25/2014	Updated document with New Motorparts division logo and format.
04/04/2014	04/04/2014	Updated pallet requirements, changed pallet pictures and drawings.
12/04/2013	12/04/2013	Actual Pictures added with shows the construction and entry points for a 4-Way Entry pallet.
11/12/2013	11/12/2013	Removed Canada from Purpose. Deck board width changed from 3 5/8 to 3.5", added table about deck board size specification, table and diagram of 4-way Entry pallet construction.
4/24/2013	4/24/2013	Removed Canada from title, removed references to closed facilities, removed Supplier payment section, removed dead links, replacing with reference to location, Removed 4.62,4.63,4.64
Release	8/27/2010	Converted English metrics to SAE
Draft	8/18/2010	Initial rough draft, added Sect 7.0, Change Implementation date, work in progress.



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