



# *Packaging and Shipping Standards*

*Providing World Class Service for all our Customers*



# G.L. HUYETT PACKAGING STANDARDS

PO Box 232, Exit 49 G.L. Huyett Expressway • Minneapolis, KS 67467 • Phone: 785-392-3017 • Fax: 785-392-2845

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## PURPOSE

The purpose of the G.L. Huyett Packaging Standards is to enrich the G.L. Huyett supplier-distributor partnership through an orientation towards quality in all packaging matters. The goal of these standards is not to meet customer expectations, but to **exceed** them.

The adoption of these standards will help us move towards **exceeding** customer expectations in the following ways:

- 1) Shorter lead time
  - a) Eliminating unnecessary repackaging at the distributor level
    - i) Expediting the receiving process utilizing barcode scan labeling
- 2) Lower cost
  - a) Eliminate unnecessary repackaging labor and supplies
  - b) Reduce the number of lost or damaged parts during transit
  - c) Decrease the administrative costs associated with lost and damaged parts
- 3) Greater customer satisfaction
  - a) Clean, consistent packaging
  - b) Reduction in lost or damaged parts during transit

## SCOPE

These standards will apply to all G.L. Huyett suppliers and manufacturers.

## CONTAINERS

- 1) Full Container Load (FCL) dedicated containers only on all shipments where the Less than Container Load (LCL) rate will realize less than a 20% savings in cost
- 2) Container selection to emphasize the prevention of water and element damage
- 3) All pallets/crates that are stacked in the container must have the heavier items stacked on the bottom. This is to minimize load shifting, and eliminate crushed crates.
- 4) Reputable forwarder services only
  - a) G.L. Huyett reserves the right to require a change in container services at any time due to security concerns, documented damage incidents, and/or safety issues.
- 5) Container service and forwarding service changes must have G.L. Huyett pre-approval.

## PALLETS/CRATES

The pallet selected must be constructed with sufficient strength to withstand the transit and distribution cycle between the supplier and the distributor.

- 1) Pallet Dimensions
  - a) Standard Pallet Sizes to be used
    - i) 48" x 48"
    - ii) 48" x 42"
    - iii) 48" x 40"
  - b) 2" x 4" runners on all pallets less than 1,000 lbs in total weight
  - c) 4" x 4" runners on all pallets greater than 1,000 lbs in total weight
  - d) Pallet is to never exceed 2,500 lbs in total weight
  - e) Crates never to exceed 26" in total height
- 2) Quality

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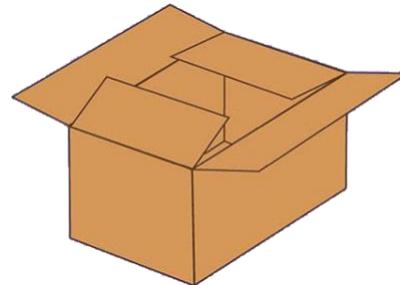
- a) All pallets/crates to be constructed out of wood with no signs of deterioration
  - b) Conform to the National Wood Pallet Container Association's standard for wood pallets
    - i) [https://cdn.ymaws.com/www.palletcentral.com/resource/collection/E8AADDDE-7CBA-4298-8341-C7F29D0C14FF/Uniform-Standard-for-Wood-Pallets-2014\(REV\).pdf](https://cdn.ymaws.com/www.palletcentral.com/resource/collection/E8AADDDE-7CBA-4298-8341-C7F29D0C14FF/Uniform-Standard-for-Wood-Pallets-2014(REV).pdf)
  - c) Contains no broken boards or loose nails
  - d) All crates must provide a support bar across the center of the bottom
  - e) All imports must be free of bark and pests, and are in compliance to all U.S. regulations. The fumigation certificate is to be included with the packing slip.
- 3) Stacking
- a) Boxes/cartons are to be stacked uniformly on the pallet (picture at right)
  - b) Box/carton label is to face the outside of the pallet
  - c) Boxes/cartons of similar parts are to be stacked together
  - d) Stack the heavier boxes/cartons towards the bottom
  - e) No boxes/cartons are to hang over the outside of the pallet footprint
  - f) Do not stack pallets higher than 36" high including the pallet
- 4) All pallets to have two-way forklift entry
- a) Forklift openings must be at least 3 1/2" tall and 6" wide
- 5) Wrap all pallets in clear stretch wrap only (no plastic banding)
- a) Stretch wrap is required to start below the deck boards
  - b) Stretch wrap is required to extend over the top of the pallet at least 3 inches
  - c) A two wrap minimum is to be applied to both the top and bottom edges of the pallet load



## BOXES/CARTONS

The box/carton selected should have the strength to withstand all usage from the point of manufacture to the final customer.

- 1) Dimensions
  - a) Box size selection to minimize the volume of empty space
    - i) No more than 10% of the box should be empty space
  - b) G.L. Huyett uses 3 standard box sizes
    - i) Small: 5" x 5" x 5"
    - ii) Medium: 12.25" x 5" x 5.25"
    - iii) Universal: 12.25" x 8.125" x 6"
  - c) All additional sizes **require** G.L. Huyett pre-approval
- 2) Quality
  - a) Regular Slotted Container (picture at right)
  - b) Corrugated Fiberboard
  - c) Two-Ply only (Double Wall) on Medium & Universal Sizes
  - d) Flute C medium
  - e) ECT (Edge Crust Test) Rating Minimum
    - i) Small and Medium size boxes: 32 ECT minimum
    - ii) Universal size box: 51 ECT Minimum
  - f) All boxes must pass the ASTM D-5276 drop test for loaded containers by free fall
- 3) Weight Limitations
  - a) Small box size: 10 pounds
  - b) Medium box size: 30 pounds.
  - c) Universal box size: 50 pounds
  - d) Box weight to **never exceed** 50 pounds in total weight
- 4) Only place items from 1 purchase order in a box; No multiple purchase orders in a single box



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- 5) Taping/Securing
  - a) Metal staples will never be used
  - b) Utilize reinforced indicated packing tape
    - i) 3" width minimum
  - c) All open edges should be covered
  - d) Boxes must withstand a 7' drop without any breaking/loosening of taping
- 6) Labeling
  - a) Barcode label must be printed prominently on the one of the "width" sides of the box
  - b) G.L. Huyett Logo will be printed prominently on **both** "length" sides of the box

## PACKING SLIP

- 1) Location
  - a) Attach hard copy to the top of the shipped pallet
  - b) Email an electronic copy to [inbound@huyett.com](mailto:inbound@huyett.com)
    - i) Subject Line: "Supplier Name" and "Ship Date" or the words "Carrier Needed"
    - ii) "Carrier Needed" is used on all items that have Email weight/skids to [inbound@huyett.com](mailto:inbound@huyett.com)
- 2) English language only in clean, legible print
- 3) Contents
  - a) Purchase order number
  - b) Ship to name & address
  - c) Ship from name & address
  - d) Shipping date
  - e) Tracking number/PRO number
  - f) Order date
  - g) Supplier part number
  - h) G.L. Huyett part number
  - i) Quantity ordered
  - j) Quantity shipped
  - k) Net weight
  - l) Gross weight
  - m) Number of boxes
  - n) Box tare
  - o) Pallet number

## BARCODE LABEL

- 1) Label Rows
  - a) Purchase order number typed, and barcoded (3 of 9 barcode)
  - b) Part number typed, and barcoded (3 of 9 barcode)

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- c) Purchase order quantity shipped, typed and barcoded (3 of 9 barcode)
- d) Manufacturing lot number, typed and barcoded (3 of 9 barcode)
- e) Manufacturing country, typed and barcoded (3 of 9 barcode)
- f) Box quantity, typed only
- g) Unit weight, typed only
- h) Box weight in pounds, typed only
- i) Date received or packaged, typed only
- 2) Label Dimensions
  - a) 4" wide
  - b) 2" high
- 3) Sample (picture at right)

G.L. Huyett	PO:	1088099	
	Part:	LP-187-1250	
	Quantity:	39000	
	Mfg. Lot:	0311	
	Made In:	India	
	Box Tare:	1,000	
	Unit Weight (lbs.):	.0341	
	Box Weight (lbs.):	34.107	Received/Package 02/03/12

## PALLET LABEL

- 1) Label Rows
  - a) G.L. Huyett, typed
  - b) Purchase order number, typed
  - c) Pallet number, typed
  - d) Manufacturing number, typed
  - e) Manufacturing country, typed
- 2) Label Dimensions
  - a) 5" wide
  - b) 5" high
- 3) Sample (picture at right)

**G.L. Huyett**

**PO No.: 1088099**  
**Pallet No.: 1 of 12**  
**Mfg No.: 457**  
**Made In: India**

## Liners

- 1) Every box/carton must contain a liner
- 2) Quality
  - a) Minimum of 4 mil thickness
- 3) Corrosion Inhibitor
  - a) Items that are plated, coated (ie. Black oxide, phosphate, etc.), or stainless are not required to utilize corrosion inhibitor. All other items are required to be coated with corrosion inhibitor before being placed in the bag liner.
- 4) Dimensions
  - a) Small box: 5" x 10"
  - b) Medium box: 8" x 10"
- 5) Universal box: 20" x 20"

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