

# Global Machines Supplier Packaging Guidelines

**HUSKY®**

*Keeping our customers in the lead*

# Global Machines Supplier Packaging Guidelines

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All prior editions are obsolete and should not be used.

**It is the user's responsibility to assure that only the latest revision of this standard is used.** Contact Husky Global Supply Chain for current standard.



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## 1 INTRODUCTION AND PURPOSE

The Packaging Standard is intended to provide Husky's suppliers with the requirement for packaging, labeling, and international shipments.

Suppliers to Husky are required to understand and follow all of the processes and requirements in this manual. Any questions can be directed to Husky's Commodity Managers or Supplier Quality Engineer/Analysts. Packaging shall be defined and agreed upon prior to the first direct material shipment to Husky.

Documents with further details for compliance are referenced for logistics and customs.

## 2 OVERALL SCOPE

This standard applies to all parts, components and assemblies purchased by Husky, including tooling catalogue parts. It applies to all suppliers including other Husky departments/plants. This document is invoked on all Purchase Orders placed, unless specified exemption is noted on the Purchase Order.

### 2.1 STANDARDS

- HS 597 – Supplier Quality Manual
- HS 266 – Manifold Block Manufacture Standard

### 2.2 TERMS AND DEFINITIONS

#### 2.2.1 ABBREVIATIONS

<b>ABS</b>	<b>A</b> crylonitrile <b>B</b> utadiene <b>S</b> tyrene
<b>ANSI</b>	<b>A</b> merican <b>N</b> ational <b>S</b> tandards <b>I</b> nstitute
<b>ASTM</b>	<b>A</b> merican <b>S</b> ociety for <b>T</b> esting and <b>M</b> aterials
<b>CM</b>	<b>C</b> ommodity <b>M</b> anager
<b>DB</b>	<b>D</b> eutsche <b>B</b> ahn
<b>DIN</b>	<b>D</b> eutsches <b>I</b> nstitut fur <b>N</b> ormung (The German Institute for Standardization)
<b>ECT</b>	<b>E</b> dge <b>C</b> rush <b>T</b> est
<b>EHS</b>	<b>E</b> nvironment, <b>H</b> ealth and <b>S</b> afety
<b>EPAL</b>	<b>E</b> uropean <b>P</b> allet <b>A</b> ssociation
<b>EU</b>	<b>E</b> uropean <b>U</b> nion
<b>EURO</b>	<b>E</b> uropean

<b>GSC</b>	<b>Global Supply Chain</b>
<b>HDPE</b>	<b>High Density Polyethylene</b>
<b>HPN</b>	<b>Husky Part Number</b>
<b>IPPC</b>	<b>International Plant Protection Convention</b>
<b>ISO</b>	A Greek word meaning "equal"
<b>LDPE</b>	<b>Low Density Polyethylene</b>
<b>MSDS</b>	<b>Material Safety Data Sheet</b>
<b>NWPCA</b>	<b>National Wood Pallet Container Association</b>
<b>OSHA</b>	<b>Occupational Safety &amp; Health Act</b>
<b>PET</b>	<b>Polyethylene terephthalate</b>
<b>PO</b>	<b>Purchase Order</b>
<b>PP</b>	<b>Polypropylene</b>
<b>PS</b>	<b>Polystyrene</b>
<b>PPM</b>	<b>Parts Per Million</b>
<b>PVC</b>	<b>Polyvinyl Chloride</b>
<b>SPC</b>	<b>Statistical Process Control</b>
<b>SQE</b>	<b>Supplier Quality Engineer</b>
<b>VCI</b>	<b>Vapour Corrosion Inhibitors</b>
<b>WHMIS</b>	<b>Workplace Hazardous Materials Information System</b>

### 2.2.2 DEFINITIONS

**Catalog parts** Parts without any Husky design influence \*\* (quote HS290)

**Code 39** variable length, discrete [barcode](#) symbology, including 43 characters, consisting of uppercase letters, numeric digits and select special characters.

**Code 128** high-density [barcode](#) symbology, that includes all 128 ASCII characters.

**DB** Deutsche Bahn is one of three possible Euro pallet markings.

**DIN** Deutsches Institut für Normung (German Institute for Standardization)

**Dunnage** Inexpensive waste material used to secure cargo

### **3 GENERAL REQUIREMENTS**

#### **3.1 PACKAGING FUNCTIONS**

Packaging has four main functions:

##### **3.1.1 PROTECTION**

- Of the goods against damage, rust, corrosion, contamination or loss of quantity
  - Barrier materials (e.g., plastic bags), may be required.
- Of people, against injuries due to sharp, pointy or hazardous goods
- Of people while removing parts from their packaging

##### **3.1.2 STORAGE**

- Ease of storage (e.g. stackable)
- Labeled appropriately to be easily identifiable
- Standardized packaging sizes
- Protection of parts inside storage for up to two years

##### **3.1.3 LOADING AND TRANSPORT**

- Safety and ease of transport/loading (e.g. can be lifted using a fork lift)
- Specific weights
- Standardized packaging sizes

##### **3.1.4 INFORMATION**

- International hazardous material labeling
- Part identification and contents

The method of packaging must be appropriate to the product, distance and mode of transportation. Ensure that the packaging complies with Husky's Health and Safety regulations. Packaging that arrives which poses a threat to the safety of Husky employees will be refused for delivery and the Supplier will be responsible for all return shipping charges. Ensure that packaging requirements for each destination country are adhered to and all customs documentation is complete.

#### **3.2 SUPPLIER RESPONSIBILITIES**

Security and safeguard of all Husky property is the sole responsibility of a supplier until it has been formally received on Husky property by Husky personnel in the field and /or at designated Husky pre-authorized locations. Packaging shall be defined and agreed upon prior to the first direct material shipment to Husky. Although packaging authorization is required, such authorization does not relieve the supplier of their

responsibility to ensure adequate packaging for proper delivery of parts to Husky. All suppliers are required to comply with the requirements of this process. The supplier is responsible for the following:

- Ensure that all packaging functions per section 3.1 are met.
- Utilize, when practical, a single size container, package, and/or pallet containing a standard quantity for each part number supplied. This requirement shall be valid for expendable and returnable packaging.
- Returnable packaging and/or dunnage should be used when it is cost effective or when it is needed to meet specific Husky objectives. If returnable packaging is required, suppliers shall be responsible for storing returnable packaging at their site. The supplier shall be responsible to wash returnable packaging when necessary.
- Where returnable packaging and/or dunnage is not justifiable or feasible, environmentally friendly materials (recyclable) shall be used. Ensure that authorized back-up packaging is available with minimum quantity and managed the same way as primary packaging.
- Packaging shall be included as appropriate in the supplier's FMEA, Quality Control Plan, Source Release Plan or PPAP when these "tools" are used.
- Ensure that packing list is in English and matches the contents of the shipment.
- If testing is required through ASTM or DIN standards, contact the appropriate Husky Global Supply Chain representative.
- Suppliers are responsible to protect all sensitive information related to Husky including business, technical and financial information. Please refer to the HS-597 Supplier Quality Manual section 10.6 or specific Husky requirements.

### **3.3 PACKAGING APPROVAL PROCESS (HS 383)**

#### **3.3.1 PACKAGING DEFINITION & APPROVAL PROCESS**

A complete description of the packaging, including the requirements below must be made on the Supplier Packaging Form (HS-383) or an equivalent document and approved by Husky prior to first shipment arrival.

- Supporting documentation, e.g. MSDS for used rust inhibitors other than those mentioned below, should be included to speed up the approval process.
- Packaging must conform to what is described and approved through this process. If changes are made to the packaging, they must be re-assessed and approved by Husky.
- This approval does not relieve the Supplier of their responsibilities described above.

#### **3.3.2 PACKAGING SPECIFICATION SHEET**

Husky uses HS-383 Packaging Form to record the overall specifications for packaging. Contact your SQE for a copy of HS-383.

### **3.4 SUBMITTING PROPOSALS**

All packaging "modifications" or "new" proposals require authorization by Husky.

### **3.5 LABORATORY SIMULATION TESTING**

Testing may be required and should be considered by the supplier to assure that the product and packaging will withstand "real-world" load conditions, handling, environmental exposure (open transport) and any applicable transportation modes that may become necessary. If testing is required through ASTM or DIN standards, contact Husky's Commodity Managers or Supplier Quality Engineer/Analysts.



### **3.6 SAMPLE SHIPMENT**

A sample shipment may be required to test and prove that the packaging withstands delivery conditions and to allow Husky to review the packaging.

### **3.7 RETURNABLE PACKAGING**

#### **3.7.1 HUSKY EXPECTATIONS**

Husky expects suppliers to proactively support and participate in actions to assure that the following conditions always exist when returnable packaging is utilized:

- Supplier must use the shipping package as authorized. This package has been designed to meet the requirements set forth in this document.
- Management of returnable and transportation logistics is performed in the most cost effective method compatible with delivery requirements.
- An established minimum number of containers are available at the supplier's locations when they are needed.
- The supplier shall have authorized back-up packaging available. The internal dimensions and quantity or parts in the back-up packaging shall be the same as the authorized returnable packaging if possible. The external dimensions shall not exceed the dimensions of the returnable packaging. Whenever back-up packaging is used, Husky shall be notified prior to shipping with an explanation.
- Husky owned packaging shall not be used for storage and shipment of non-Husky owned parts.

#### **3.7.2 NOTIFICATION REQUIRED**

In addition, suppliers are expected to notify Husky immediately in the event that containers are returned to the supplier:

- With supplied direct materials (parts) inside.
- Not properly identified (e.g. incorrect address).
- Without the full complement of returnable packaging components in the correct proportions (e.g. no lids or more lids than totes).
- With trash or other foreign materials inside.
- Not properly prepared for safe transport
- At a lower return rate than full packs being shipped to Husky.

## **4 PACKAGING REQUIREMENTS**

### **4.1 ANTI-CORROSION PACKAGING**

Provided that no other agreement has been reached, the supplier must implement the anti-corrosion measures required by Husky. Parts delivered without the agreed anti-corrosion protection are considered unsatisfactory and will be reported to the supplier. Only preservation agents permitted by Husky Corporate Environmental Health & Safety approved chemicals list may be used. All coatings must not be classified as hazardous material unless pre authorization is given by Husky. WHIMIS information must be present on the exterior of packaging when used as per Husky policy and OSHA Regulations. The parts must be protected to prevent rust. Parts which are prone to rusting must not be in contact with bare wood, or cardboard. Rust inhibitors must comply with Husky's Health and Safety Regulations and must not be classified as Hazardous Material. For any deviation from the required rust inhibitors listed below, approval must be obtained through the Part Qualification Process.

VpCI cannot be used as a rust inhibitor on manifold blocks. Manifold blocks are to be coated in a light (low viscosity) mineral oil which contains a high percentage of rust inhibitors.

- For Local Shipment:
  - Cortec VpCI-369D or LPS 3 (or approved substitute)
- For Overseas Shipment:
  - Cortec VpCI-369D (or approved substitute) *and* wrap with ant-corrosion paper (wax paper) *or* wrap with Cortec VpCI-126, 4mm film *or* put into a VpCL-126, 4mm bag.

**4.2 LAYERING**

For packages that contain more than one part, layers of protection shall be used to ensure parts are not touching.

**4.3 PARTS WITH ACCESSORIES OR ADDITIONAL PIECES**

For custom Husky parts in a container with loose components or multiple pieces that combine to make one part, all components should be attached to one another or have a Bill Of Material (BOM) label attached which clearly identifies all the pieces required to complete a HPN so none can get lost or overlooked when the part is removed from the container.

**4.4 WOODEN BOXES**

Parts packaged in wooden boxes shall have one side or top of the box fastened using screws (not nails) to facilitate unpacking, reduce the risk of part damage, and increase the safety of material handlers.

**4.5 CARDBOARD AND CORRUGATED BOARD ARTICLES**

- Corrugated (paper fiber board) packaging material must have strength to adequately withstand transportation and handling rigors from the supplier’s shipping dock to Husky’s receiving dock. Corrugated material must have adequate ECT or burst test strength to protect the product.
- Corrugated packaging for Tooling parts shall not utilize metal staples.
- If stacking exceptions are required, label accordingly: “DO NOT STACK, STACK ONLY 2 HIGH,” etc.
- Max. Shipping pack = 2,000 lbs. (909 Kg) or as uniquely specified.
- Max. Sub Pack < 44 lbs. (20 Kg)

PROPERTIES	CARDBOARD AND CORRUGATED CARDBOARD BOXES
Dimensions	Vary according to area of use. Must be individually adjusted to fit the packaged goods.
Permitted total weights	Manual handling: 20kg or less. For packages above 20kg, there must be provision for mechanical lifting.
Requirements for tooling only	Box must be of sufficient quality to ensure stacking stability and must be shock resistant. Recommended choice of quality standards is specified pursuant to DIN 55468.
Stackability	Boxes should be stackable without any modification required. Any packaging with stacking restrictions must be clearly labelled “Do Not Stack”, or “Stack Only 2 Layers High”, etc.

Usage	Direct contact should be avoided between boxes and any parts susceptible to corrosion (e.g. using VCI film). To avoid damage and any ensuing cost special care must be taken to ensure the correct handling and secure transport of parts within the box.
Conditions of uses	Boxes must be dry, intact and damage-free (e.g. not crushed, torn, structural cracks)

*Figure 1: Corrugated Cardboard Box Specification*

- Examples of Correct Use:*



*Examples of Incorrect Use:*



<b>Recommended Box-Strength Guidelines</b>			
Maximum Weight of Contents (lbs.)	Size Limit of Box (inches) L+W+H	Bursting Test (lbs. per sq. in.)	Edge Crush Test (ECT) (lbs. per in. width)
<b>Single-Wall Corrugated Containers</b>			
30	75	200	32
40	75	200	40
50	85	250	44
65	95	275	55
80	105	350	NA
<b>Double-Wall Corrugated Containers</b>			
60	85	200	48
80	95	275	51
100	105	350	61
120	110	400	71
140	115	500	82
150	120	600	NA

*Figure 2 Box Strength Guidelines*

**4.6 PALLET SPECIFICATION**

**4.6.1 PALLET –LOAD DIMENSIONS (EXPENDABLE OR RETURNABLE)**

Foot print size and height restrictions (including pallet) are listed below. Within reason, no material shall extend over the edge of the pallet (Face Width X Depth X Max. Height).

- 48" X 45" X 50"
- 32" X 30" X 40"
- 36" X 30" X 40"
- 1200mm X 1000mm X 1000mm
- 1200mm X 800mm X 1000mm
- 44" X 36" X 40"

### 4.6.2 WOOD PALLETS

All wood pallets shall conform to the National Wood Pallet Container Association Voluntary Standard for Wood pallets (NWPCA). Husky prefers stringer, double check, non-reversible, wood pallets. Stringers for wooden pallets shall have a minimum height of 3 1/2". When possible pallets should be 4-way entry.

Wooden packaging imports into the USA, Canada, Luxembourg or Asia, when applicable, must be free of bark and pests and according to 'International Plant Protection Convention' regulations. Figure 3 shows different IPPC seals confirming wood packing material has been properly treated for pest control and can be used for international shipment.

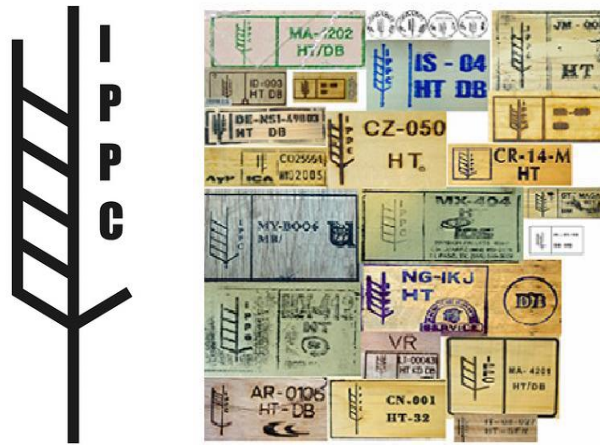


Figure 3: IPPC Seals

### 4.6.3 EURO PALLETS

Euro pallets displaying any of the following characteristics may not be reused

- Splintered bottom edge board or top edge board
- Necessary identification markings missing (DB, EPAL, etc.)
- Missing or broken board/sections
- Carrying capacity no longer guaranteed
- Excessively strained

Bottom Edge Board Missing

Top Edge Board Missing

Top Edge Board Splintered



#### **4.7 STRAPPING OPTIONS**

The following strapping should be used where appropriate:

- Non-Metallic Nylon Strap
- Heavy Duty Metallic Strap
- Stretch Wrap or Shrink Wrap
- Tape
- Special Pallets (must be approved)

#### **4.8 CORNER BOARDS**

As required to protect the package. Fiberboard is preferred.

#### **4.9 APPROVED MATERIALS**

Packaging materials must not exceed the cumulative concentration limit of 100 ppm for lead, cadmium, mercury, and chromate, as described in the EU Packaging and Packaging Waste Directive (94/62/ED). Furthermore, the supplier must observe the trade specific list of “prohibited ingredients” (black list) and the “modifiable substances” list (grey list) in all future orders, parts production and packaging selection.

##### **4.9.1 RECYCLING MATERIALS**

All one-way packaging must be produced using environmentally friendly materials that are globally recognized as recyclable substances. The use of compounds and loose filler materials, such as packaging chips, is to be kept to a minimum. Husky’s guiding principles are:

- **Avoidance** to be limited to the absolute minimum
- **Reduction** of diversity. The supplier should use as few as possible different types of one-way packaging material in order to reduce the recycling handling. No “exotic” materials
- **Recycling**- Environmental recycling must be possible for all materials used with both returnable and one way packaging.

Material	Permitted Materials	Prohibited Materials
Compounds	N/A	Compounds are not permitted
General plastics (One way, reusable)	PE,PP,PS,PET labelling subject to DIN6120 PE,PP, PET, ABS labelling subject to DIN6120	PVC,PC, Styrofoam PVC, PC, Styrofoam
Plastic packaging components: Film, Bags and sacks, Protective/insulating caps, Thermoformed insert, foam	PE,PP,PS, PET, ABS	N/A
Paper board and paper	Materials must be recyclable and should be labelled as such.	Paper with water-insoluble layer (e.g. wax,paraffin, bitumen,oil, masking tape)
Strapping	PP, PET, Nylon, Steel Strapping	Polyamide tape, Polyester tape
Anti-corrosion paper	Only VCI paper verified as recyclable with paper/cardboard	Incompatible waterproof or soaked paper (e.g. bitumen, oil and wax paper)
Wood	In accordance with IPPC standard, high-density fibreboard sheets/pallets	Waterproof, varnished, coated wood; wood shavings
Filler materials	Corrugated cardboard, paper, foam compound, Styrofoam chips/peanuts	Chips(plant-based) or part adjusted block

Figure 4: Permitted and prohibited recyclable materials at Husky



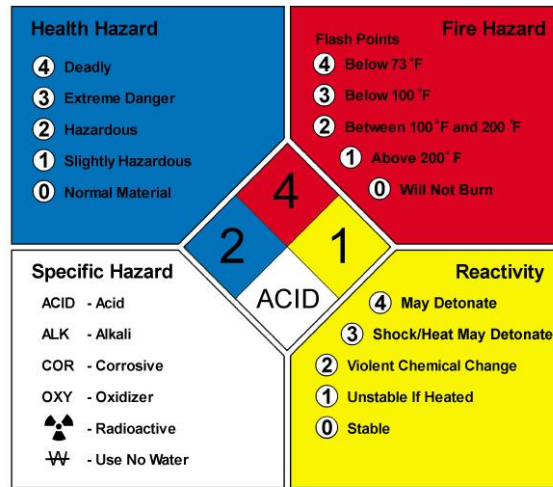
Figure 5: Plastics Identification Codes- Accepted by Husky

**4.9.2 HAZARDOUS MATERIALS**

Hazardous materials are substances that pose an actual danger to humans, animals, the environment or public safety and order when being transported through the public domain. Husky does not allow the delivery of hazardous materials unless pre-authorized by Husky. If applicable, on delivery of hazardous materials, it is essential that all local regulatory provisions concerning the marking and transportation of hazardous materials are observed. Husky must be supplied with Material Safety Data Sheets prior to delivery without exception. Refer to “Husky Global Banned and Restricted Chemical List” through the Husky Corporate EHS team for the most updated information on restricted hazardous materials/chemicals list. Labeling to be carried out according to the internationally recognized Hazardous Materials and Transportation of Dangerous Goods Code. See figures 6 and 7.



National Fire Protection Association  
NFA 704M Label



General Rating Summary

Health	Flammability	Reactivity
4 May be fatal on short exposure. Specialized protective equipment is required.	4 Flammable gas or extremely flammable liquid.	4 Explosive material at room temperature.
3 Corrosive or toxic. Avoid skin contact or inhalation.	3 Flammable liquid flash point below 100 degrees F.	3 May be explosive if shocked, heated under confinement or mixed with water.
2 May be harmful if inhaled or absorbed.	2 Combustible liquid flash point of 100 to 200 degrees F.	2 Unstable or may react violently if mixed with water.
1 May be irritating.	1 Combustible if heated.	1 May react if heated or mixed with water but not violently.
0 No unusual hazard.	0 Not combustible.	0 Not reactive when mixed with water.

Figure 6: National Fire Protection Association NFA 704M Label and General Rating Summary

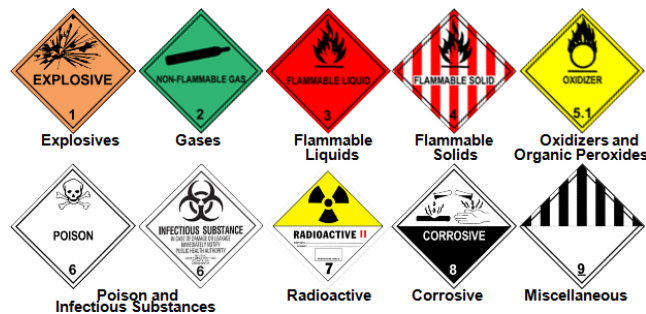


Figure 7: International Hazardous Material Labeling

- All coatings must not be classified as hazardous material unless pre authorization is given by Husky.
- When applicable, hazardous material information must be on exterior of packaging when used as per Husky policy and local environmental health and safety regulations such as, OSHA (United States & Ontario, Canada) and EU-OSHA (Europe & South America), etc.



**4.10 HANDLING INSTRUCTION SYMBOLS**

If a packaged good requires particular package handling, this must be clearly and visibly indicated on the outside of the packaging. The internationally standardized handling symbols for packages are specified in ISO R780 and DIN 55402. These self-explanatory symbols must not be omitted under any circumstance as they serve to avoid language-barrier issues arising from international transport. The most important symbols are summarized in figure 8.



Figure 8: Package Handling Markings (DIN 55402 and ISO R 780 standards)

**4.11 SHOCK-SENSITIVE PARTS**

For shock-sensitive parts, a shock absorbing packaging must be chosen and shock-watch indicators or similar must be used on the outside of the packaging. Should unit loads not be stackable due to the condition of the packaged good, they must be labeled accordingly.

**4.12 SMALL PACKAGING**

Small packaging such as plastic bags may be considered to supplement packaging of parts inside totes, cartons, and/or bulk containers. However, when bags are used, they shall be marked with the Part Label.

**4.13 PACKAGING ACCESSORIES**

Packaging accessories are used to ensure that all packaging materials are completely sealed and to increase package strength therefore offering greater protection to packaged good. The purpose of packaging accessories is to ensure safe transport and to protect external packaging. Examples of packaging accessories include pallet frames, stretch wrap, edge guards, shrink wrap, etc.

**4.13.1 PADDING**

Padding is used to cushion and secure the packaged good within the packaging. Examples of padding include packaging paper, foam, bubble wrap, etc.

**4.13.2 ANTI-CORROSION PACKAGING**

Anti-corrosion packaging is used as a safeguard against corrosion. Examples include: VCI film, anti-corrosion bags, VCI paper, etc.

#### 4.14 WEIGHT RESTRICTIONS

The permitted weight limit for packages and load carriers may only be exceeded if technical conditions render adherence to the permitted weight limit impossible. The total weight must be clearly and visibly marked on the package or load carrier

##### 4.14.1 LIFTING PACKAGING BY HAND

In order to ensure a minimum risk of injury to the employees of Husky and its suppliers, the (gross) permitted weight limit for a package of up to 20 kg (44lbs.) must not be exceeded. Any packages weighing over 20kg (44lbs.) must always be delivered on load carriers (pallets/skids) designed specifically for mechanical lifting assistance.

## 5 LABELLING REQUIREMENTS

Each part must have the HPN marked on the outside of its individual packaging.

If the center of gravity for the package is not at the center of its volume, it shall be indicated on the outside of the packaging.

It is the Supplier's responsibility to indicate handling instructions for the package (i.e. fragility, do not stack, this side up, etc.).

Every box, crate, pallet, or container within a shipment must be labelled. The label must contain the following information:

- Destination Company Name
- Destination Business Unit
- Destination Address (ensure the address corresponds to the business unit)
- Country of Origin/Manufactured In/Made In
  - The country name must be spelled in English in full form.
  - The Country of Origin is the country in which the parts were manufactured. For various countries, indicate "Reference Customs Invoice"
- Box X of Y (required if more than one Box/container /crate is in shipment, example "Box 2 of 5" if it is the second box of a total of 5).
- Large containers may require multiple labels on different sides.

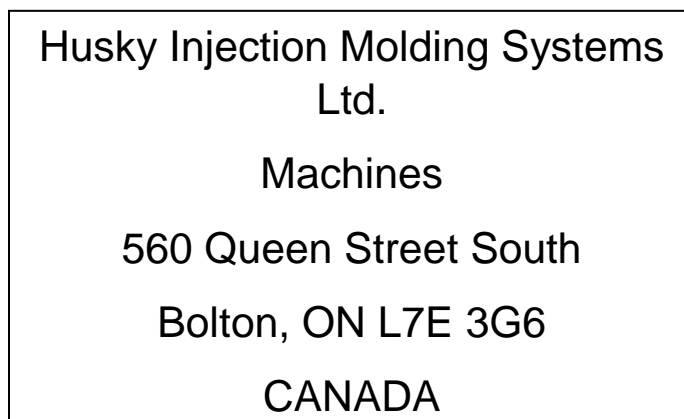


Figure 9: Example Packaging Label (not to scale)

The quality of the information on labels is essential. Bar code labels are required and used to eliminate opportunity for error. Errors made because of label deficiency are serious in nature. Bar code print must pass verification per ANSI guidelines.

Suppliers shall not:

- Include information relating to the quality or Intellectual Property on shipping identification labels.
- Apply adhesive-backed colour tags to any of the required labels described herein.

### **5.1 RETURNABLE PACKAGING**

Card holders are recommended to contain and protect labels in conjunction with returnable packaging. Adhesive-backed labels shall be applied directly to placards. All labels applied to returnable packaging require that label stock is polyester material or equivalent and the adhesive is classified as a “removable” type. The supplier is responsible for the removal of all old labels.

### **5.2 GENERAL LABEL SPECIFICATIONS**

- Label Size: Minimum label size is 5cm (2.0 inches) high X 10 cm (4.0 inches) wide.
- Label Material: Label material is not specified. Should not degrade at room temperature storage and must be weather resistant when applicable. The label must be capable of being removed without tearing. Paper is not preferred on returnable packaging.
- Label Quality and Placement: Each container and/or sub package shall be labelled. Labels must adhere to package substrate and application is wrinkle-free. If processes or packaging systems do not allow for un-packing parts to access all containers and/or sub-packages, the supplier may supply enough labels in the box for Husky personnel to properly label every tube as it is received by Husky.
- Label Colour: White in colour with black printing.
- Adhesives: Adhesive types can be pressure sensitive or dry gummed as long as adherence to the package substrate is assured and application is wrinkle-free. The adhesive must not leave a residue after the label is removed if applicable.
- Human Readable Zeroes (ø): If possible, supplier should show human readable zeroes (ø) with a diagonal slash to differentiate them from alphabetic O's. If this is not supported by the selected font, the supplier should ensure that there is a distinct difference between alpha and numeric characters.
- Label Text: The label shall contain Barcode (Code 39, Code 128 or other format approved by Husky) and human readable characters (Font size shall be 14 or larger on all required fields) as defined.

### **5.3 PART I.D. LABEL**

The part labels shall be applied to each container or package. This label shall contain the following information in this order:

- Supplier Packing List Number
- Purchase Order Number
- PO Line Item Number
- Husky Part Number (HPN)
- Part Description
- Manufacturer's Name
- Manufacturer's Part Number (Shall match PO, Supplier cannot add additional characters without Husky's approval)
- Lot Code/Date Code
- Material Expiration Date (MMDDYYYY or YYWW), if applicable

- Shipment Quantity
- A blank space approximately .75” X .75” for use during Husky receiving
- Where applicable, all custom parts should have “Project #” shown on packing list (labels)









Packing List #:	 123456	PO Number:	123456 
Inovar Part #:	LT121-0012345 		
PO Line Item #:	1	MFG Name:	MFG Name 
Manufacturer PN:	123123121321321231321 		
Lot Code:	 123456789012	Expiration Date:	MMDDYYYY 
Qty:	12000 		

Figure 10: Example Part I.D. Label (not to scale)

**5.4 MIXED ITEM PACK LABEL**

This package label shall be applied to each outer box when shipment is mixed. If shipment if not mixed, the Part ID label shall be placed on the single outside box. This label shall contain the following information in this order:

- Supplier Packing List Number
- PO Number
- “MIXED LOAD”



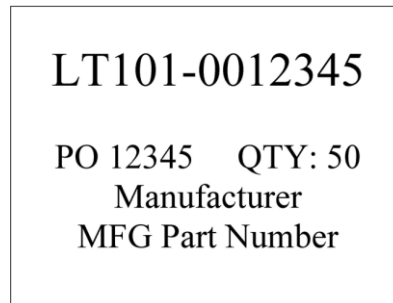
Packing List #:	 123456	PO Number:	123456 
<b>MIXED LOAD</b>			

Figure 11: Example Mixed Load Label (not to scale)

**5.5 PALLET MARKINGS**

Any pallet that contains the same product shall be labelled with a Pallet ID rather than with a package label. This is to permit a receiver to identify material stored in elevated pallet racking without having to remove the pallet. Each box on the pallet shall still require a part ID label.

- Size: The pallet marker shall be no smaller than 8.5” X 11” (landscape)
- Human readable font shall be no smaller than 65 pt. (Husky PN minimum 80 pt. font)
- This pallet marker shall be secured to each pallet and visible from every side (4 sheets required)



*Figure 12: Example Pallet Label (not to scale)*

## **5.6 PACKING SLIP**

Each shipment must have a packing slip. The packing slip must match all the contents of the shipment and be written in English. Failure to supply all or accurate information may affect on-time performance and may also delay payment to the Supplier.

The following information must be on the packing slip:

- Unique packing slip number (Supplier generated)

For each different Husky Part Number (according to the Purchase Order) in the shipment, the following must be listed:

- Purchase Order Number and Line
- Husky Part Number-Rev
- Part Description
- Quantity
- Box/Container Number (if more than 1 box/container/crate in the shipment)
- Weight (total shipment weight is satisfactory)
- BOMs for any loose parts that belong to a single HPN

One copy of the packing slip must be affixed in a clear plastic sleeve on the outside of the lead box (i.e. Box 1).

Packing lists labelled as "Partial Shipment" are not acceptable. Packing lists for partial shipments must only detail actually shipped.

## **6 SECURITY OF GOODS AND INTELLECTUAL PROPERTY**

Securing intellectual property and supplies, parts, or other goods is a vital component of packaging requirement and part of Husky Supplier Confidentiality and Code of Conduct agreements. All businesses, technical and financial information that goes beyond basic publically available facts about Husky is considered sensitive.

### **6.1 SECURITY MEASURES**

Security measures must be in place to ensure the integrity and security of processes relevant to the transportation, handling, and storage of cargo from suppliers. Security and safeguard of all Husky property is the sole responsibility of suppliers until it has been in the field and/or at designated Husky pre authorized locations.

## **6.2 TECHNICAL DRAWINGS**

Technical drawings or other engineering specific information must not be included in or on any packaging from suppliers.

## **6.3 TOTAL VALUE OF GOODS**

Only total value of goods should be included on shipping label, when appropriate, for international shipping. Do not include information on purchase order pricing agreements or other non-shipping relevant cost information.

## **6.4 SUPPLIER REFERENCE**

Reference to supplier name or information including logos and marketing slogans on packaging is not permitted. Supplier/manufacturer specific information should be included only on shipping labels and/or other appropriate documentation.

## **6.5 REFERENCING HUSKY'S CUSTOMERS**

Reference to Husky's end customer information should not be included on or in any packaging or labelling. Direct shipments to customers under special circumstances as directed by Husky are the only exception.

# **7 CUSTOMS REQUIREMENTS**

For shipments with a final destination country different from the sender, it is the responsibility of the Supplier to ensure that all regulatory requirements are met and all required documents are supplied. It is the responsibility of the Supplier to know the requirements for the destination country.

Failure to supply all accurate and complete information may result in a delay in shipment and payment.

Please note: the Customs Invoice is a separate and different document which must be provided for all international shipments.

Beginning January 24, 2010 the Bureau of US Customs and Border Protection (US CBP) has instituted new regulations covering international importations arriving via vessel into the US. For more information, please visit: <http://www.cbp.gov/>

## **7.1 CUSTOMS INVOICE**

Customs documentation for international shipments must be supplied and must comply with the final destination country. All required information must be included on the customs invoice. The Customs Invoice must be in English or translated into English.

Three (3) copies of the Customs Invoice must be included in an envelope attached to the lead box/container/crate.

To assist in ensuring that all required information is included on the Customs Invoice, the following checklist shall be used:

**Shipping Documentation Requirements**

#	Data Elements	Explanation	Customs Invoice	Packing Slip	Airway or Bill of Lading	Trade Agreement/ Certificate of Origin
1	Reference Number	Shipping/Customs Invoice number.	X	X	X	X
2	Shipment Date	Date the goods are actually shipped	X	X	X	X
3	Seller	Party who owns the goods. Complete company name/address/contact name/telephone/email/ & tax identification number	X	X	-	X
4	Shipper/ Exporter	Party who is actually shipping the goods. Complete company name/address/contact name/telephone/e-mail & tax identification number	X	X	X	X
5	Buyer	Party who will be paying the seller for the goods. Complete name/address/contact name/telephone/e-mail & tax identification number	X	X	-	X
6	Consignee	Party where the goods will actually be delivered to. Complete name/address/contact name/telephone/e-mail & Tax Identification number.	X	X	X	X
7	Carrier/ Forwarding Agent	Party who will transport goods on supplier/customer's behalf	X	X	X	-
8	Country of Export for shipment	Where the shipment originates from	X	X	X	-
9	Customs Broker name	Identify the customs broker for the Husky location that the goods are destined for.	X	-	-	-
10	Purchase Order/Position #	Husky purchase order number and position on the purchase order	X	X	-	-
11	Part number	Must always show Husky's part number. Supplier part number can be shown if applicable	X	X	-	X
12	Part Description	Complete written Alpha description - no acronym. Must be in written in English. If possible, the material, size and any other item description details.	X	X	-	X
13	Country of Origin	For each part number in the shipment - country where the part is <i>made</i> , not necessarily where it is shipping from.	X	X	-	X
14	HS Classification of the Import Country	Contact Husky if the supplier does not have the information. Refer to country specific section for contact details in the destination country.	X	-	-	X
15	Weight	Net weight of each item. This is a compulsory requirement in many countries to support import accuracy and enhance security. Please refer to country specific sections for details on destination country weight requirements.	X	X	-	-
16	Quantity	of each item	X	X	-	-
17	Unit Price	of each item	X	-	-	-
18	Extended Price	line total	X	-	-	-
19	Total Shipment Value	Zero value is not acceptable	X	-	-	-
20	Currency	Currency of the transaction	X	-	-	-
21	Terms of sale	sale, warranty, return, further processing, temporary, etc.	X	X	-	-
22	Measurements	Total gross weight and number of packages/skids/crates/etc.	-	X	X	-



#	Data Elements	Explanation	Customs Invoice	Packing Slip	Airway or Bill of Lading	Trade Agreement/Certificate of Origin
23	<b>Total number of pieces in the shipment</b>	Total number of crates, boxes, skids, etc. contained in the shipment	X	X	X	-
24	<b>Total Shipment Gross Weight</b>	Gross weight of the total shipment	X	X	X	-
25	<b>Total Shipment Net Weight</b>	Net weight of the total shipment	X	X	X	-
26	<b>Kind of Packaging</b>	Type of packaging (i.e. wooden box, cartons, containers, etc.)	X	X	X	-
27	<b>Delivery Terms/Inco Terms</b>	Incoterms are unique to destination countries – contact a customs agent for more info – see 10.7.2.	X	X	X	-
28	<b>Freight Costs</b>	If applicable (inland freight) to point of export	X		X	-
29	<b>Mode of Transport</b>	How the goods will be transported to the destination (truck, ocean, air)	X	X	-	-
30	<b>Customer Reference</b>	Project number or tag number, if applicable	X	X	-	-
31	<b>Special Instructions</b>	Any specific delivery/clearance or special instructions	X	X	-	-

**7.2 C-TPAT REQUIREMENTS**

Husky is Customs-Trade Partnership Against Terrorism (C-TPAT) certified. This is a voluntary certification to ensure security measures are in place to expedite shipments through the United States border. All Suppliers to Husky are required to complete a C-TPAT survey once per year. The request for the survey will be sent electronically. It is the responsibility of the Supplier to pay the fee and complete this survey on-line. Husky may send a representative to the Supplier’s site to follow up on areas of concern.

**7.3 CONTACT INFORMATION**

For any questions regarding Customs Requirements, please send an e-mail to the following:

- Canada: [bolcb@husky.ca](mailto:bolcb@husky.ca)
- United States: [hkycususa@husky.ca](mailto:hkycususa@husky.ca)