WURTH INDUSTRY NORTH AMERICA – PACKAGING & LABELING REQUIREMENTS

Wurth Industry North America (WINA) would like to introduce you to our standardized packaging and labeling requirements. These requirements will allow Wurth to effectively standardize the way in which we receive goods which are packaged and and labeled by our supply chain partners.

The below requirements describe all packaging and labeling considerations, starting from the smallest form of packaging to the largest.

TYPES OF PACKAGES

There are various types of packages that are used when shipping goods. Below you will find definitions of the types of packages that are used within the WINA Group.

- **Inner Pack**

  A purchase unit, which is a fully enclosed (e.g. small carton, sealed poly bag), individual package shipped with other like inner packs within a Master Carton.

- **Carton**

  A box or container, usually made of paperboard or corrugated fiberboard, which is filled with one lot of one part.

- **Master Case**

  A shippable container that holds one ore more identical inner packs, or cartons.

- **Bulk Product**

  Bulk product is an item which, because of its abnormal size or shape, does not fit into a carton.

- **Pallet**

  A flat transport structure, usually made of wood or plastic, which supports goods in a stable fashion while being lifted by a forklift, pallet jack, front loader, or jacking devise. A pallet is the structural foundation of a unit load which allows handling and storage efficiencies.

PACKAGE REQUIREMENTS

The WINA Operating Companies have standardized requirements for the way in which we receive the various types of packages, and the way in which suppliers must prepare shipments destined for a WINA facility. *Costs associated with labor incurred as a result of non-compliance to these packaging requirements will be charged back to the supplier at WINA discretion.*

- **Inner Packs**

  Pack sizes must contain equal amount of products and no partials. For example if a shipment contains 5 pack sizes, each pack should hold an equal amount of product - not less or more.

- **Cartons**

  Any carton arriving to our facility must adhere to the follow guidelines:
  - Cartons must not be over 32lbs in total weight.
  - Cartons must be properly sealed and in good condition when shipped.
  - A carton may contain only one lot of one part – comingling within a carton is not permitted.

- **Master Cartons**

  A master carton must contain one or more identical inner pack of the same part

- **Bulk Product**

  Bulk product, because of its abnormal size or shape, does not fit into a standard carton; however must be encased within a container or packaging that will fit the item's size and must also be palletized.

- **Pallets**

  Products purchased by a WINA Operating Company must be received on 36W x 36L x 30H inch wood pallets, stacked to a maximum height of 32 inches, including the pallet, and cannot weigh more than 2000lbs.

  All pallets must be fully wrapped with shrink-wrap prior to shipping. Cartons packaged on top of a pallet must be contained within the dimensions of the pallet with no overhang.

  It is recommended that a corner board be placed in each of the corners of the pallet to provide additional support – as shown in the picture below.
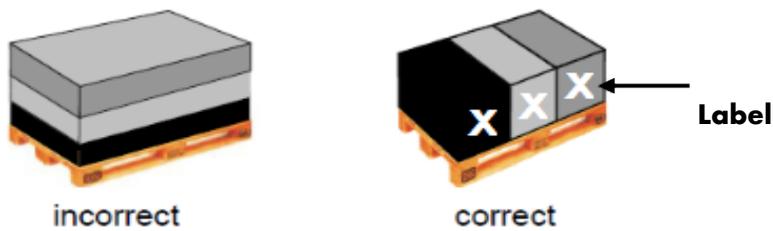

  It is preferred that pallets consist of cartons containing identical parts and single lots of the part. When this cannot be done, the following requirements must be met:

  - All like lot numbers need to be placed on the same pallet to avoid multiple lot numbers on multiple pallets.

  - If you mix parts on a pallet, the boxes of different parts need to be segregated and stacked side by side, not on top of each other.

For example, if you have the same part with 200 of lot A and 200 of lot B do not mix 100 from each lot on two different pallets, place all of lot A on one pallet and all of lot B on another.

Effective Date: December 2, 2019

The image below illustrates how WINA products must be shipped and labeled, if two separate lots or two separate parts are included on one pallet.

incorrect   correct

LABELLING

The following labels and label requirements are expected on every product and shipment sold to a WINA Operating Company.

- **Inner Pack**
  The inner pack label must include the following information:
    o Inner pack label must match the carton label
    o Wurth Part Number
    o Part Description
    o Lot Number
    o Country of Origin
    o Box Quantity/Pack Size Quantity
    o Expiration Date *(As required – leave blank if product has no expiration date)*

- **Carton**
  Carton labels should be 4x2 inches in size and must show the following information:
    o Wurth Part Number
    o Part Description
    o Wurth logo
    o Quantity
    o Lot Number
    o Country of Manufacture ("COO")
    o Purchase Order Number
    o Package Date
    o Expiration Date *(As required – leave blank if product has no expiration date)*

Quantity, lot, purchase order number and part number must be bardcoded. Barcode type must be128. Below is an example of a code label *(not the actual).*

Qty: 100
Lot: S2937756.001
PO#: 6220395

WÜRTH
www.wurthindustry.com
COO: US
Pkg Date: 09/01/2011
Exp Date: 09/01/2012

ABCD 417013
10-32X1/2 TX BUTTYPE F TAMPERPROOF Z 10-32X1/2

- **Master Carton**

  The Master Carton label must include the following information:
  - o Inner pack label must match the carton label
  - o Wurth Part Number
  - o Part Description
  - o Lot Number
  - o Country of Origin
  - o Box Quantity/Pack Size Quantity
  - o Expiration Date *(As required – leave blank if product has no expiration date)*

- **Bulk Product**

  Must be encased within a container or packaging that will fit the item's size and must also be palletized to avoid loose shipments.

- **Pallet**

  Pallets must be labeled for all deliveries to a WINA Operating Company. Pallet labels must be placed on the side of the pallet so that the label is easily accessible when receiving in the pallet. The labels that are placed on the pallets must include:
  - o Supplier Name/City
  - o Pallet Number
  - o Ship to Location
  - o Purchase Order Number - * *Must be barcoded**
  - o Wurth Part Number
  - o Description of the Part
  - o Lot Number - **Must be barcoded**
  - o Pieces per Carton *(inner pack also - if applicable)*
  - o Boxes/Carton *(if applicable)*
  - o Number of Cartons
  - o Total Number of Pieces - **Must be barcoded**
  - o *Pallet label must be flourescent if multiple parts or lots*