



# Warehouse Receiving Standards Supplement

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## 1. Compliance to requirements

This document is an integral part of Taylor’s Supplier Management Program and all requirements shall be adhered to for all shipments made to a Taylor Warehouse/Distribution Center, Customer or Third Party Provider. Failure to comply with the guidelines outlined in these pages will result in fees.

Each violation will be charged a \$50.00 fee plus the applicable charge shown below.

- Rework related – charged at \$35.00 / hour
  - Additional costs related to re-labeling or re-marking incorrectly marked items or to repackage incorrectly palletized items. This includes labor and material costs.
- Transportation related
  - Failure to comply with freight guidelines may leave Taylor with the inability to bill freight to our end-customer and pay suppliers. Our suppliers assume any liability and expenses related to not using preferred carriers or any procedure in conflict with these standards up to and including the freight charges involved.
  - Suppliers may not use expedited services on Taylor paid shipments without written authorization from Taylor Logistics unless shipment is at the sole expense of the supplier. Taylor will choose the proper carrier and level of service for the shipment. Failure to follow these requirements will result in charge-backs for each violation, up to an including freight charges involved.

## 2. Packaging and Labeling

### 2.1 Company Name

Do not put your company name, imprint or logo on any of the following unless otherwise instructed on a Taylor company purchase order or by an authorized Ordering Agent.

- |                                     |                    |
|-------------------------------------|--------------------|
| • Product                           | • Bill of Material |
| • By-line                           | • Carton Label     |
| • Re-order notice                   | • Packing List     |
| • Cores                             | • Liners           |
| • Packages, packs, boxes or cartons |                    |

#### a. Blind Shipping Requirement

The name of the originator of the shipment on all documents must be the name of the Taylor company that provided you the PO with **YOUR manufacturing facility address** on all carton labels, packing lists, Bills of Lading (BOL), and any other shipping documents.

### 2.2 Taylor Supplier Identification Number

Each packing slip and BOL must be labeled with the Taylor Supplier Identification Number in Human Readable Format. This number is referenced on the purchase order.

If you are not sure about your supplier number, please contact the Ordering Agent for verification.

## 2.3 Packing and Packaging

### a. General Requirements

- Material should be packaged in the unit of issue. A single package or carton contents are limited to one item, order, or lot.
- All products must be in cartons. It is recommended that a minimum 200 lb. test (or equivalent) carton be utilized and that those cartons are sealed with a two inch carton tape to ensure integrity of the package during shipment.
- Taylor does not accept bulk shipped product in Gaylords.

### b. Carton/Package Quantity & Weight

It is very important that every carton, package, pad, roll, etc. of any order be consistent with the unit-of-issue on the PO. All shipments to Taylor Warehouses, Distribution Centers or Manufacturing Centers must be in full unit-of-issue quantities. No partial units-of-issue will be accepted unless specified on the PO. Only one partial carton per SKU per order is allowed. We will either return or discard any amount over the last unit-of-issue (at our discretion).

**Each carton cannot exceed 50 pounds.**

### c. Breaks in Continuous Packs / Roll Splices

Taylor's policy is:

#### i. Packs

- A maximum of one break in the pack per carton, not to exceed one break for each 5M forms ordered.
- Do not splice the breaks
- Remove all mill splices
- Flag the break within the carton
- Mark the outside of every carton containing a broken pack
- Excessive breaks within a carton or throughout an order may require financial adjustment or reprint

#### ii. Rolls

- A maximum of one mill splice or press splice per roll
- No more than 10% of rolls may contain a splice unless otherwise directed on the purchase order.
- Splice to be mended to customer-runnable unless specified differently on the purchase order.

### d. Metals in Packaging Standards

#### i. Procurement Standard

Most U.S. states have passed legislation restricting the use of four metals in packaging and packaging components sold or distributed. All packages, packaging components, and packaged retail-ready products purchased by, distributed or sold on behalf of Taylor must be demonstrated as being in full compliance with all requirements of the Model Toxics in Packaging Legislation. A Certificate of Compliance will be required of every supplier for each such item purchased, distributed or sold by Taylor.

For reference and questions please visit:

Toxics in Packaging Clearinghouse  
[www.toxicsinpackaging.org](http://www.toxicsinpackaging.org)  
Purchasing Specification

## ii. Requirements

- Toxics in Packaging Legislation prohibits the sale or distribution of any package, packaging component, or packaged retail-ready product to which any mercury, cadmium, lead, or hexavalent chromium has been intentionally introduced. Packaging component includes coatings, inks, glues, labels, etc.
- The law further requires that the sum of the total of the incidental presence of mercury, cadmium, lead, or hexavalent chromium be under 100 parts per million for any package, packaging component, or packaged retail-ready product offered for distribution or sale. Incidental presence is defined as the presence of one or more of these regulated metals as an unintended or undesired component of a package or packaging component. A limited number of specific exemptions are available related to the use of recycled materials, federal health and safety requirements, glass packaging, and other very limited situations. For details, visit <http://toxicsinpackaging.org/model-legislation/exemptions/>.

## 2.4 Labeling of Shipping Containers

### a. Carton Labels

The design of the carton label must be similar to the samples shown on the next page.

NOTE: Taylor utilizes a barcode driven inventory tracking system in our distribution centers. Code 128 barcodes are required specifically for shipments into a Taylor Warehouse or Distribution Center.

Fillable PDF carton label files are provided here. Note: You will need “3 of 9 Barcode” Font for these files.

- [Taylor Corporation Single Carton Label](#)
- [Taylor Corporation 4-up Carton Label](#)
- [3 of 9 Barcode font](#)

Sample Label shown on next page.



West Sacramento, CA 95694

<b>ORDER NUMBER</b> 3273659	<b>APPROXIMATE QUANTITY THIS CARTON</b> 1000
<b>PACKS/CARTON</b> 1000 <b>QUANTITY/PACK</b> 1	<b>PACKAGE NUMBER</b> 1 of 10
<b>SALES REPRESENTATIVE</b> MG3-SMITH, JOHN	<b>CARRIER</b> AFOC
<b>CUSTOMER REQUESTION OR P.O.</b> A01984-241	<b>P.O. LINE ITEM</b> 1
<b>CONSECUTIVE NUMBERS</b> TO	
<b>SHIP TO</b> CUSTOMER NAME	
123 NORTH MAIN ANYWHERE OH 12345	
<b>NUMBER PARTS</b> 3	<b>FORM NUMBER, NAME, SIZE, ETC.</b> 24-00664-004
<b>FORM NAME</b> CUSTOMER LABEL PACK MARK INSTRUCTIONS	<b>DESTINATION</b> 1
MFG : 0316	

**i. Brand Guidelines**

- [Taylor Corporate Brand Guidelines](#)

**ii. Label Content**

Listed below are the minimum requirements for shipments made to a Taylor Corporation Warehouse/Distribution Center and our Third Party Providers. Each carton and package must be labeled with the following:

Requirements	Required
Shipping Address (your manufacturing location)	X
Item/Form Number – both alpha numeric and in barcoded Code 128 format	X
Full product description as specified on PO	X
“SD” must be listed if package contains Secure Document	X
Taylor PO number – both alpha numeric and in barcoded Code 128 format	X
Quantity per unit	X
Unit of Measure description (Each, Pack, Carton, Roll, Set, etc.)	X
Quantity of units per carton	X

Partial cartons should be marked "PARTIAL CARTON". If Unit of Issue is a full carton, partial cartons will not be accepted.	X
Carton number (i.e. 1 of x, 2 of x, 3 of x etc.)	X
Date of manufacture	X
Beginning and ending consecutive number (if applicable) Missing numbers list must be presented, in a separate document, at time of delivery	X

**b. Additional Carton Label Information – As Required by PO or Instruction**

**i. Breaks in Continuous Packs / Roll Splices**

Specific requirements exist for marking, splicing, labeling, and palletizing.

- Packs – Flag the break within the carton and mark the outside of every carton containing a broken pack.
- Rolls – Flag the break within the roll and mark the outside of every roll containing a break.

**ii. Forest Stewardship Counsel (FSC) and Sustainable Forestry Initiative (SFI)**

Additional requirements may be required for FSC and SFI compliance. This instruction will be indicated on the PO.

**iii. Hazardous Shipments**

Any shipment suspected of being hazardous must comply with Title 49 CFR Parts 100-185 and be shipped with the appropriate HMIS labeling and MSDS sheets (or equivalent) must be included in plastic packing list enclosed envelopes on outside of carton.

**iv. International Shipments – Inbound to Taylor Warehouses**

Every shipment that is sent outside of the United States border is required by law to be marked with the appropriate country of origin. Product made in the United States must have carton and product labels marked with "Made in U.S.A.". Product produced outside the United States must be marked with the appropriate country of origin. All product labels (carton, pallet, BOL) down to the smallest unit of issue (UOI) must be identified with the appropriate country of origin. For example, if an order contains 5,000 forms packed in 10 cartons of 500, then each of the ten cartons must be marked with "Made in U.S.A." or for a LTL / FTL shipment, the carton labels, pallet labels and BOL must be marked with "Made in U.S.A." This may be marked in the form of a label, stamp or handwriting.

**v. Mexico Shipments – Exports to Taylor Warehouses in Mexico**

All product shipping to a Taylor Mexico Warehouse or Distribution Center is required to have labels attached to each roll, inner package and/or outer carton based on unit of measure / unit of issue (UOI). Every UOI must be identified by an additional label with the information shown below. Information on the sample label (shown on the next page) in **red** is **mandatory**.

**Sample Label**

**Company Name:** ABC Manufacturing  
**Production ID:** 94229301  
**Description:** Plastic Label No Print **Factory Code:** SRRAD  
**Quantity:** 3480 labels plus 1 ribbon  
**Date:** 08/08/2013  
**Purchase Order:** 8026413  
**Order Number:** MUESTRA or SD-3892-13  
**Material:** Flexcon TF-500 White TC-390  
**Roll Number:** 1 **Rev:** D  
**Made in U.S.A.** (or appropriate country of origin)

**UL Certified Product Sample label**

**Company Name:** ABC Manufacturing  
**Production ID:** 48840-083-03  
**Factory Code:** SRRAD **Quantity:** 1000 pcs  
**UL Number:** ML16737/65002 **UL File:** MH12737  
**Date:** 08/08/2013  
**Purchase Order:** 1101021767  
**Order Number:** MUESTRA or SD-3892-13  
**Material:** Flexcon TF-500 White TC-390  
**Roll Number:** 1 **Rev:** D  
**Made in U.S.A.** (or appropriate country of origin)

**vi. Private Labeling**

Several areas within Taylor may ask you to private label material. This is perfectly acceptable and all requests should be fulfilled. Questions should be directed to the ordering agent for clarification.

**vii. UL Certified Label Products**

Additional requirements may be required for a customer’s UL compliance. This instruction will be indicated on the PO. Labels produced under this program must be properly labeled for traceability. The carton label is required to have the following components:

- Label manufacturer’s name (Standard Register, Inc. NOT Taylor Communications, Inc.)
- The label manufacturer’s model ID (agency designation for example: “61083, 62000/61052”)
- The factory ID (Supplier’s ID for TCI customer orders start with SR. i.e. SRTLF).
- The appropriate component mark must be used. It identifies the market in which the customer will be promoting and selling their product that the labels are utilized. The first яU identifies the product will be sold in the US, the second сяU identifies the product will be sold in Canada and the last сяUus identifies the product will be sold in the US and Canada.
- For downloadable UL Marks go to: <http://www.ul.com/marks/ul-listing-and-classification-marks/downloadable-ul-marks/>

**viii. Expiration Date Marking**

Some Taylor customers may require an expiration date from the date of manufacture included on the label. This instruction will be indicated on the PO.

**ix. RoHS Products**

If applicable, it may be necessary to add the RoHS logo. This instruction will be indicated on the PO.



**x. Sensitive/Secure/Negotiable Documents**

Taylor has specific requirements for Negotiable Material.

**Important Notice:** We will only provide orders for negotiable forms to suppliers who have met the supplier requirements for producing/distributing negotiable material for Taylor.

**Negotiable Material is defined as “any material that puts our customer at risk if lost or stolen.”** These requirements have been designed to help ensure the safety and integrity of the packages for our customers.

Taylor ordering agents may also request this packaging on other items that may not be considered negotiable. If you have any questions, please contact the ordering agent concerning the specific order.

If items are designated as sensitive/secure/negotiable documents, “SD” must be printed on the label. Item descriptions **MUST NOT** include type of product, i.e. “Check” or “Prescription Pad” should not be included on the label.

Below are minimum requirements for packaging negotiable material:

- **Key Requirement:** Package and seal negotiable product in full units of issue (UOI) only, such that each UOI can be shipped separately to its final destination, as required. Taylor will not pick/ship less than UOI; therefore UOI containers are the smallest shippable quantity of a negotiable product.
- **Security Tape:** Use only 3M Scotch Printed Message Box Sealing Tape #3732 (tan color) printed with “IF SEAL IS BROKEN CHECK CONTENTS BEFORE ACCEPTING.”



**Tape Method Required for Secure Documents**

The following table specifies the requirements for security taping and packaging configurations by UOI.

UOI and Packaging Configuration	Security Taping Method
UOI is a small or regular carton	Seal the carton top and bottom flaps shut with security tape.

UOI is a small carton (such as for personal size checks) and multiple UOI's are packed in an outer carton.	Seal each small carton with security tape. Seal the outer carton top and bottom flaps shut with security tape.
UOI is a Jiffy Pak/Envelope	Seal the end of the Jiffy Pack /Envelope with a single wrap of security tape.
UOI is a Jiffy Pak/Envelope and multiple UOI's are packed in an outer.	Seal the end of each Jiffy Pack /Envelope with a single wrap of security tape. Seal the outer carton top and bottom flaps shut with security tape.

## 2.5 Palletizing

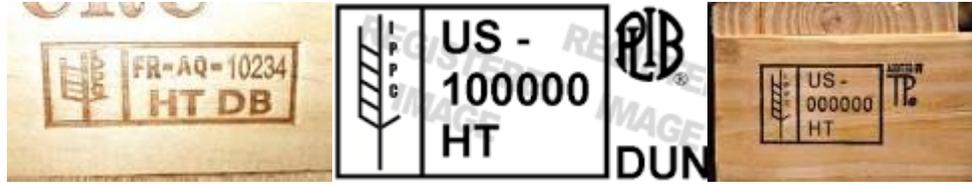
### a. Required Guidelines

Less-Than-Truckload (LTL) and Full Truckload (FTL) orders require special palletizing to protect products and materials throughout the LTL/FTL infrastructures (loading, reloading, sort terminals, riding next to other commodities, etc.) The biggest issue we incur is the result of pallets or other items stacked on top of pallets shipped from our suppliers and plants. Pallets must be prepared according to directions and photos provided below. Orders requiring palletizing will be shipped on a sound, plug-less, pallet **in good condition** that will remain functional for at least the life of the product. In the absence of specific requirements on the PO, palletizing must meet the required guidelines below.

- Any special customer requirement will be submitted **in writing** and must be followed as communicated.
- All shipments to a Taylor Warehouse, Distribution Center or Manufacturing Center must comply with allowable pallet sizes for the designated ship-to. See [section 3.5b](#).
- Shipments weighing 300 lbs. or more should be shipped on pallets.
- Maximum pallet weight is:

Pallet Size	Weight it Holds
48 x 40	4,600 lbs
36 x 36	4,700 lbs.
42 x 42	3,700 lbs.
48 x 48	3,700 lbs.

- All cartons should be stacked with labels facing the outside of the pallets with at least two labels on the bottom row facing each direction.
- Numbered jobs shall be palletized with lower numbers on the top. The highest number should be on the back right hand side. Cartons should be stacked right to left, back to front for each layer of cartons.
- Cartons should be stacked at a **maximum of 56"** high from the floor.
- Any palletized shipment going to an international destination (i.e., Mexico, Brazil, etc.) must meet the United Nation's ISPM-15 treated wooden pallet requirements and must be stamped with the official mark or shipper can use a plastic or fiberglass pallet.
  - Preferred are pallets certified with the "Wheat Stamp," as shown below. Beware of pallets that only include HT stamps and no "wheat image."



- Pallets must be in good condition with no damaged/missing boards. Used pallets should be certified.
- Wood packaging Marking Rules (NOM-144-Semarnat-2—4) are in full effect.
- Supplier may be charged back any additional costs to repackage incorrectly palletized items. This includes additional labor and material costs associated with re-palletizing product at our warehouse or distribution service centers.

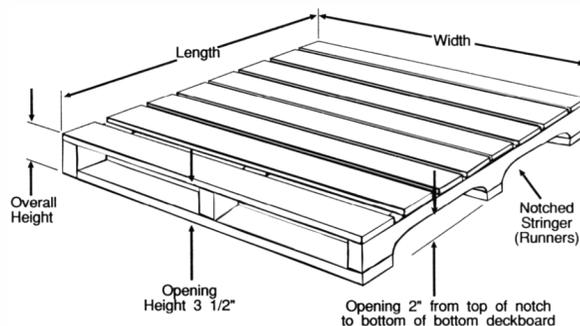
## b. Allowable Pallet Sizes for Taylor Warehouses

The allowable pallet sizes are listed in the table below. If multiple pallet sizes are listed, the “preferred” size (A) should be used. **For 3PL and Distribution Centers not shown in the table below**, standard size pallet is 48” long x 40” wide, 5” from floor to top surface of pallet, 4-way entry with notched stringer design – flush type.

Cartons should be stacked at a **maximum of 56”** high from the floor.

	A = Preferred pallet sizes		B = Other acceptable pallet sizes	
Taylor Warehouse Locations	48” D x 36” W	48” D x 40” W	48” D x 42” W	51” D x x” W **
Autobahn, TX		A		B
Avon, MA	B	A		
Cranbury, NJ		B	A	
Fresno, CA	B	A		
Grove City, OH	B	A		B
Jeffersonville, IN	B	A		
Lakeland, FL	B	A		
Lithia Springs, GA	B	A		B
Omaha, NE	B	A		
Phoenix, AZ	B	A		
Seattle, WA	B	A		

\*\*W: Width determined by 50” Roll Pro



**c. Cartons on Pallets**

- For purchase orders with multiple pallets, the number of cartons per pallet must be consistent.
- All cartons must have sufficient vertical strength and stability to withstand tiered heights of 100” in transit.
- Cartons are to be palletized only in level layers to allow tiered unit loads in transit and storage.
- “PYRAMIDING” is allowed and encouraged for LTL and FTL shipments (addressed in subsequent photos). This approach creates an uneven top when possible, which discourages stacking of pallets on top of each other.
- When carton quantities are inadequate to pyramid, follow the guidelines below to determine the best way to palletize the load and protect a level top with a corrugated lid.
- Suppliers must size all cartons to fully utilize the length and width of the pallet. Cartons must NOT overhang the pallet base.
- Layer one on pallet: Palletize the load if cartons utilize 50% of pallet surface, otherwise ship as loose cartons.

**i. Top Layer Guidelines**

- Top layer on pallet: Additional cartons can be placed on the pallet using the sample configurations and chart below. If the additional cartons do not create a level layer as shown below, please pyramid as shown in photos in [section 3.5d](#).

Cartons Per Layer Footprint	Minimum # of Cartons
6 per layer	4 cartons
9 per layer	7 cartons
12 per layer	8 cartons
<p>Column stack loads for palletized freight</p> 	<p>If the carton contents are rigid, stack boxes corner-to-corner and edge-to-edge, for better stacking strength.</p> 

**ii. Stretchwrap:**

- All cartons must be secured to pallets using stretchwrap. Stretchwrap is designed to stabilize the load, not to secure it to the pallet. The plastic stretchwrap should first be applied around the pallet and continued upward around the load.
- Use of minimum of 60 gauge, five revolutions recommended. Can be twisted like rope for greater strength.

- Capture the pallet when wrapping bottom layer. Stretch wrap should extend low enough on the pallet to secure the load to the pallet. Proper application includes a 3" overlap over the top of the pallet base and a 3" overlap at the top of the stack.
- Must be tight to prevent load shifting.
- For part identification label legibility, stretch/shrink wrapped loads must use identification labels on both the container and on the exterior of the wrap.

### iii. Strapping or banding

- Strapping or banding with corner/edge boards should be used in conjunction with stretch wrap to secure the load to the pallet. "V" banding should not be used.
- Corner boards increase vertical stacking strength, prevent damage to corner edges, and stabilize the load. They should extend to the full height and length of the load, and should be used on all corners.
- Corner or edge boards should run the full length of the stack to help stabilize the load, increase vertical stacking strength and reduce damage to box edges that make up the load corners.
- Strapping should be drawn tightly to the load which may require running it underneath the top deck boards of the pallet. High grade plastic banding is required. Horizontal or "belly" banding corrugated boxes, in order to achieve load stability, is prohibited.

### iv. Load protectors

- Load protectors are layers of corrugated fiberboard or heavy paperboard that help to evenly distribute the weight of shipments that can be stacked upon one another. Use a slip sheet under the load and every third layer, when possible, to help distribute the weight evenly and protect the bottom layer.



## d. Building a Pallet – Best Practices & Requirements

The series below explains and shows the several best practices to build and protect pallets shipped via LTL or FTL.

The pallet on the top of the next page has **NO**:

- Top protection
- No corner protection
- Stretchwrap over pallet at bottom
- No signs – “Do Not Double Stack”

- No cones on top – “Do Not Double Stack”
- No stair-stepping of freight to create an uneven top to dissuade stacking another pallet on top.



The remainder of this section specifies best practices and requirements for shipping and protecting pallets while in transit.

- Requirement #1: Stiff corner protectors applied before



- Requirement #2: Corrugated top protector to protect the top cartons with product



- Requirement #3: Each pallet is clearly marked with an address or the packing slip is displayed in a pouch. Every pallet is clearly marked in case a pallet is separated from the BOL.



- Requirement #4: Stretchwrap brought down the pallet to bottom to include wrapping around the pallet for stability.



- Requirement #5: Do Not Double Stack cone taped to top of pallet. Stair-stepping the pallet also shown to create an uneven top and discourage stacking on top of pallet.



- Requirement #6 – Do Not Double Stack bright colored labels/signs applied on all four sides of every pallet. Double-stacking of pallets risks damage to the shipment, such as crushing, puncturing, toppling of pallets, shifting on pallet, etc.



- Requirement #7 – When applicable, include the “Mixed Pallet” colored label sticker on all sides of the pallet. When mixed Purchase Orders or mixed Versions are included on one pallet, the pallet shall have a “Mixed Pallet” sticker.

### "Mixed Pallet" Label - 3 x 5"



Ensure proper handling. Eliminate tedious handwritten instructions.

- Large pressure-sensitive **fluorescent** labels stand out and get noticed.
- Recommended for pallets and large packages.

- Requirement #8 – Include a colored label sticker on all pallet sides, with the following message:

#### ATTENTION CARRIERS:

**THIS SHIPMENT MUST REMAIN PALLETIZED AND WRAPPED. DELIVER AS TENDERED. FAILURE TO DO SO MAY RESULT IN A CLAIM FOR LOSS AND DAMAGE.**

### Pallet Protection Labels - "Attention Carriers..Must Remain Palletized", 4 x 6"



#### HIGH VISIBILITY

Avoid unnecessary product damage and claim disputes.

- **Fluorescent** labels get noticed on skids and large shipments.
- Protect your shipments from pilferage.

**Recap of Requirements:**

- Top protection with corrugated top
- Corner protection with stiff corners
- Stretchwrap over pallet at bottom for stability
- Signs – Do Not Double Stack and Attention Carriers, Mixed Pallet when applicable
- Cones on top – Do Not Double Stack
- Stair stepping of freight to create an uneven top to dissuade stacking another pallet on top
- Ask LTL local carrier reps for free materials – some LTL carriers will provide
- Go to a supplier, like Veritiv, if you need to purchase materials

**2.6 Storage**

Taylor will pay only for inventory produced and shipped to either a Taylor customer or a Taylor-authorized storage location. Any raw material or finished product put in inventory secured under the original PO and stored at your location will not be subject to payment until it is shipped to a Taylor customer or a Taylor-authorized storage location.

**3. Preparing for Transportation**

**3.1 Blind Shipping Required**

- All orders must be shipped under the Taylor Company **NAME shown on the PO** with **YOUR manufacturing address** on carton labels, packing lists, Bills of Lading (BOL), and any other shipping documents.
- Do not put your company name, imprint or logo on anything unless otherwise instructed by the Ordering Agent.

**3.2 Documentation with Shipments**

**a. Packing Slips**

- Every shipment must contain a clearly visible external Packing List attached to, at least, the first carton or pallet of the whole shipment.
- The packing list must be attached to the first carton or pallet to be unloaded.
- Listed below are the minimum requirements for shipments made to a Taylor Corporation Warehouse/Distribution Center and our Third Party Providers.

Requirements	Packing Slip
Complete Item/Form number	X
Taylor PO number	X
Taylor Supplier Identification Number, see section 3.2	X
Ship-to Location	X
Unit of Measure description (Each, Pack, Carton, Roll, Set, etc.)	X
Quantity per unit of issue	X
Total quantity shipped	X
Total carton quantity	X

Short carton included (if applicable)	X
Missing numbers list must be presented, in a separate document, at time of delivery	X

Fillable PDF packing List is provided here.

- [Taylor Corporation Single Packing Slip](#)

## b. Bills of Lading (BOL)

The BOL is a critical document in the shipping process. A **BOL is required for each shipment** and serves as a receipt and a contract. A properly completed BOL legally shows the carrier has received the freight as described, and is obligated to deliver that freight, in good condition, to the consignee.

The information on the BOL is important. It provides direction to carrier personnel throughout the route of the shipment - the origin, piece count, billing instructions and special handling requirements. Any change to a BOL, such as a re-consignment or reversal of terms, always requires a shipper-approved corrected bill of lading. [Contact Taylor Logistics \(logistics@TaylorCorp.com\)](#) or if you have questions regarding how to properly fill out a BOL.

### i. Requirements:

- Listed below are the minimum requirements for shipments made to a Taylor Corporation Warehouse/Distribution Center and our Third Party Providers.

Requirements	BOL
Taylor PO number - This is mandatory and may result in non-compliance charges if not completed.	X
Number of pallets, cartons and cartons/pallet and quantity per carton for each item.	X
Weight per carton per item and per complete shipment.	X
Partial or complete shipment.	X
Contact information for shipper; unless customer requests otherwise.	X
Instruction "DO NOT DOUBLE STACK PALLETS"	X
An inspection stamp: Inspection Yes/No for Insects, Rodents, Chemicals, Filth, Truck damage, and also list the respective Employee#.	X

- Multiple purchase orders – All packages consigned to the same location should be consolidated on one BOL.
- For large or complex loads a pallet by pallet manifest is required.
- The BOL must be printed and enclosed in a packing list pouch on the **outside** of the **first** carton or pallet to be unloaded.
- Shipper needs to ensure that there will be enough copies of the bill of lading so that the receiving facility and driver both retain a signed copy in addition to shipper keeping a signed copy.
- All BOLs prepared by supplier must have a "bill freight charges to" section with an address.

- Freight terms on the BOL are dependent upon Supplier Purchasing Agreements. Suppliers that own the relationship with the Freight Carrier and include freight costs, for example within Invoice pricing, will not 3rd Party bill Taylor Company. The Uniform Commercial Code terms of trade will vary from supplier to supplier, due to existing contractual agreements.

### 3.3 Insurance

Do not purchase or sign for additional insurance or declare a value beyond the carrier's normal liability. Taylor will not pay for additional insurance unless agreed to **in writing prior to shipping** order. [Contact Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com) prior to shipment if additional insurance is requested.

#### a. Declaring a Value with UPS Parcel Shipments

UPS automatically covers \$100 per box shipped free of charge. You may declare an additional value on shipments as long as the ordering agent has agreed to this additional fee. This fee is permissible to be included on the product invoice with the UPS freight charges.

### 3.4 Transportation Mode Selection Criteria

The use of incorrect carriers could result in a non-compliance infraction and lead to penalties including the freight \$ difference between the carrier used and the approved carrier. If you are unsure of which carrier to use, please [contact Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com).

#### a. Parcel Ground

- Shipments 0-300 lbs. total weight
- Total number of cartons should be 16 cartons or less (assuming standard size carton of 13x13x13 or total cubic inches 2,197 (L x W x H.)

#### b. Parcel Express Air

- Next day air and second day air should not be used unless indicated on the order.
- Shipments 0-150lbs. total weight
- DO NOT USE NEXT DAY EARLY AM / 8:00 DELIVERY SERVICE, unless directed in writing by the ordering agent
- Total number of cartons should be 16 cartons or less (assuming standard size carton of 13x13x13 or total cubic inches 2,197 (L x W x H.)

#### c. Air Cargo

Use if the shipment is over 151 pounds or more than 16 cartons and air transportation is requested.

- Domestic air freight shipments must be arranged by Logistics at [logistics@TaylorCorp.com](mailto:logistics@TaylorCorp.com)
- For international freight shipments, the International Logistics Team will get a quote from [logistics@TaylorCorp.com](mailto:logistics@TaylorCorp.com) and they will make the arrangements.
- Use email template shown below.

Send	To...	TMC
	Cc...	
	Subject:	York TL Shipment Need

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Ship Date – 3/1/2016

Origin Facility – York  
 Origin Company Name (if not SRC)  
 Origin Address (if not SRC)  
 Origin City/ST/Zip (if not SRC)

Destination SRC Facility - NONE  
 Destination Company Name – ABC Company  
 Destination Address – 123 Main Street  
 Destination City/ST/Zip – Jacksonville, FL 33333

Total Pallets – 24  
 Total Cartons – 250  
 Total Jumbo Rolls – 30  
 Total Weight – 40,000

Refrigerated Trailer -- NO

Requirements – Call 222-222-2222 for appointment

Comments – Must have load bars for loading at York

## d. Less than Truck Load (LTL)

### i. Shipment Characteristics

- Shipments weighing 301lbs to 10,000lbs
- 9 pallets or less \*
- Total shipment length in trailer should not exceed 20 linear feet

\* Some exceptions may apply.

## e. Full Truck Load (FTL)

### i. Shipment Characteristics

- Total shipment weight exceeds 10,000lbs or 10 pallets or more
- Total shipment length is greater than 20 linear feet or faster transit times are needed when less than 20 linear feet.

## 3.5 Appointments

Carriers may be required to have delivery appointments at our receiving docks for all shipments, including special orders. In general, receiving hours are Monday through Friday, 8:00am – 2:30pm but appointment schedules are managed at each location. Unscheduled deliveries may result in an extended waiting period. No written BOL instructions communicating appointment delivery requirements are necessary when core LTL carriers are used. Taylor’s core LTL carriers have standing appointments with all Taylor locations.

## 3.6 Accessorial Charges

Unless requested by the customer or by Taylor, Taylor is not responsible for accessorial charges of any kind. Any charges, such as notification, storage, re-consignment, inside delivery,

sorting/segregation, time-definite delivery etc., are the sole responsibility of the supplier and may be charged back as approved by [Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com).

### 3.7 Claims

Supplier is responsible for any Loss or Damage claims as the shipper on parcel shipments. Shipper files those claims. Loss or damage claims associated with Taylor carriers (LTL,FTL, etc.) should be reported immediately upon notification and sent to [Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com).

### 3.8 Hazardous Shipments

Prior to shipping product suspected of being hazardous, [contact Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com).

Any shipment suspected of being hazardous must be shipped with the appropriate HMIS labeling and MSDS sheets (or equivalent) must be included in plastic packing list enclosed envelopes on outside of carton.

### 3.9 Trailer, Truck or Vessel Loading

- DO NOT DOUBLE STACK PALLETS UNLESS YOU HAVE RECEIVED WRITTEN AUTHORIZATION FROM Taylor ALLOWING YOU TO DO SO.
- All pallets must be marked "Do Not Double Stack".
- Trucks shall be inspected for leakage and cleanliness.
- All TL/FTL capacities should be based on maximum utilization of trailer space.
- Shippers are responsible to inspect all merchandise prior to shipment to ensure quality, safety and conformity.
- Shippers must ensure that the product is properly packed and loaded to prevent transit damage and tampering.
- Any refusals or issues resulting from failure to do the above may result in a charge back to the supplier for all associated costs to deliver or return the merchandise.

### 3.10 Security Seals Required for Truckload shipments

High Security seals are required to be affixed to all access doors on all outgoing full truckloads or containers. Seal numbers are to be documented on the bill of lading by the shipper. Supplier must comply with the US Customs and Border Protection (CBP) container seal requirements and use seals meeting the ISO/PAS 17712 standards. Proof of compliance certificate must be submitted to [Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com).



Seals should be bolt-type made of a metal rod (threaded or unthreaded) with a separate locking mechanism. We recommend ULINE # H-435 (Blue) but any similar seal will be acceptable. Numbered seals should be assigned randomly rather than sequentially so future seal numbers cannot be anticipated or guessed.

### 3.11 Canada, Alaska, Hawaii, and Puerto Rico Shipments

- You cannot ship delivered duty paid (DDP) into Puerto Rico.
- If the shipment is less than 300 pounds and falls within transit times needed, use parcel carrier and add at UPS Ground List Rates (not marked up).

- If the shipment is over 300 pounds or a faster transit time is required, please [contact Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com).
- Please reference the quote number supplied by TMC on all carrier shipping documents.
- 3rd party billed.
- The complete Taylor PO order number must appear on the BOL. This is mandatory and may result in non-compliance charges if not completed. Shipments to Canada and Puerto Rico should be documented with an export template from [Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com). Only use UPS WorldShip/FedEx Priority to print a label to ship to Canada & Puerto Rico. Do not use UPS WorldShip/FedEx Priority for customs documents.

#### a. Non-48 state FTL Destinations

- E-mail [Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com). Destinations include:
  - Canada
  - Hawaii (re-loaded to HI containers at port)
  - Alaska (re-loaded to AK containers at port)
  - Puerto Rico (re-loaded to PR containers at port)
    - Freight Forwarder/Customs Broker will be involved with any PR shipment needs.
    - Freight Forwarder/Customs Broker will coordinate with FTL carriers and on-island transportation.
- Use email format in [section 3.4c](#).

#### b. International LTL, Ocean LCL, Ocean Full Container Destinations

- Contact [contact Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com). Destinations include:
  - Canada
  - Hawaii
  - Puerto Rico (LTL re-loaded to PR containers at port)
  - Alaska
- FedEx Freight International LTL will be used for shipments paid by Taylor
- Quotes need to be obtained and special pickup arrangements made by Taylor Logistics.
- Use email format in [section 3.4c](#).
- Customer carriers will be used for international LTL shipments paid by customers
- Customs documentation is required and templates are available. [Contact Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com) for templates.
- Documents must be reviewed and approved by [Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com) before you ship.
- All other international countries “LTL quantity” shipments – [contact Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com) to get ocean container, LCL ocean or air cargo quotes and determine carrier.

### 3.12 NAFTA Requirements

Each year, a NAFTA (North American Free Trade Agreement) must be completed for each supplier producing product for Taylor where the country of origin is Mexico, U.S.A. or Canada. These documents are required and necessary for 1) Taylor to resell your product to foreign markets and 2) to comply with U.S. Export, Rules of Origin Laws and NAFTA Regulations.

If you need NAFTA or Certificate of Origin forms or information, please [contact Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com).

### 3.13 International Shipments

- Taylor has an International Logistics (IL) Team.
- IL will provide TC Ordering Agent's a blank easy fill template to complete and forward to suppliers for any international shipment for any mode (parcel, LTL, FTL, air, ocean, etc.). [Contact Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com) for template.
  - When shipping international parcel shipments to any foreign country and Puerto Rico, the shipment should be documented with an export template from [Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com). Only use UPS WorldShip / FedEx Priority to print a label and apply to the carton(s). Do not use UPS provided international documents.
  - The template is easy to use. Complete the first tab (commercial invoice) and the remaining tabs and other documents will auto-fill.
  - Please have the following information ready to complete a template/commercial invoice:
    - BOL #
    - Taylor Customer #
    - Customer PO (if applicable)
    - Carrier requested (from this document or from Taylor customer)
    - Carrier service level requested
    - Ship to location details
    - Ship to contact name
    - Ship to contact telephone number
    - Ship to contact email address
    - # of pieces/eaches (i.e. pack of 100 is 100 eaches)
    - Taylor sell price(s) per each(s) (available from Taylor Customer Service)
    - Good description of commodity
    - HTS code(s) – 6 digit only
    - Country of Origin
    - Certificate of origin or product (where physically made/produced)
    - Customer parcel account # (for freight, if applicable, and duties and taxes)
    - Customer's broker name/address/contact (if non-parcel)
  - Shippers should contact the ordering agent for any information on the template that is not known by the shipper.
  - The completed template is emailed to [contact Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com).
  - The template will be returned to the sender with instructions to print the file as a workbook and include the required documents in a pouch on the carton, on one of the cartons, or on a pallet to avoid the shipment losing the documents.
  - Please use the UPS "International Document" pouch separate from the packing slip/shipping label pouch.
- Indicate the associated tracking number(s) either on or with your invoice.
- Advance Notification is required. In order to avoid international shipping delays and ensure documents are correct, paperwork for all international shipments must be submitted to [contact Taylor Logistics \(logistics@TaylorCorp.com\)](mailto:logistics@TaylorCorp.com) for approval prior to the order being shipped. Please allow 24 hours for the paperwork to be reviewed and factor this timing into your overall schedule. IL is reviewing and approving documents for all Taylor plants, warehouses, and suppliers.
- NOTE: The name of the Taylor Company that provided the P.O. must be mentioned and abbreviations are not allowed.

## Review/Revision & Approval History

The following is a record of the changes that have been made to the Receiving Standards Supplement and the date the changes were made.

Date	Responsible Individual	Summary of Change
6/3/2019	Taylor Operations Distribution Team	Original
8/31/2023	Alan Jackson	Updated rework hourly charge to \$35.00
10/21/2024	Katie Gilchrest	Update links to carton labels and brand standards
5/2/2025	Michael McCoy	Updated acceptable pallet sizes
5/28/2025	Michael McCoy	Updated acceptable pallet sizes

## Approval of Current Revision

Electronic approval documents on file

Name (Title for external documents)	
Distribution Vice President	