

Introduction:

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
- Transportation related – freight charges involved

See Warehouse Receiving Standards Supplement for more details.

Minimum Requirements for Shipments:

Requirements	Carton Labels	Packing Slip
Item/Form Number	X	X
Taylor PO Number	X	X
Ship-to Location		X
Unit of Measure description (Each, Pack, Carton, Roll, Set, etc.)	X	X
Quantity per unit	X	X
Quantity of units per carton	X	
Total quantity shipped		X
Total carton quantity		X
Date of manufacture	X	
Beginning and ending consecutive number (if applicable)	X	
“SD” must be listed if package contains Secure Document	X	
Short carton included (if applicable)		X
Missing numbers list must be presented, in a separate document, at time of delivery	X	X

General:

- A single package or carton contents are limited to one item, order, or lot.
- Quantity shipped cannot exceed +/-10% quantity ordered. (If overrun/underrun allowed)
- Carton weight cannot exceed 50lbs.
- Product in Gaylord containers is prohibited.
- All hazardous shipments must include the appropriate HMIS labeling and MSDS sheet.

Promotional Product:

- Promotional items must be labeled with Taylor SKU number for Unit of Issue (UOI).
- All shirts, sweaters, or other wearable items must come individually packaged with no mixing of color, size, gender, style within a carton. A TC item number must be listed on each exterior package. The Item number is specific to color, style, gender and size
 - Items whose appearance may be negatively impacted by the addition of an item label may be bagged with the item number on bag.
- Promotional item descriptions must include color, size, gender, style, etc.
- Promotional items manufactured outside of the United States must have a certification of origin provided.

Product distributed in less than full cartons labeling requirements –Label Rolls (inside the core), Packs, etc. must be labeled with:

- Package/Roll Quantity

WAREHOUSE RECEIVING STANDARDS SUMMARY
DST.843.002.W2 EFFECTIVE 5/28/2025



Revisions Record:

Electronic Approvals on File.

Date	Responsible Individual	Summary of Change
6/3/2019	Taylor Operations Distribution Team	Original
8/31/2023	Alan Jackson	Increased rework charge to \$35.00
5/02/2025	Michael McCoy	Updated acceptable pallet sizes
5/28/2025	Michael McCoy	Updated acceptable pallet sizes