

# **BMS Direct Packaging and Receiving Specifications**

The purpose of this document is to provide clear concise packaging and receiving specification to all suppliers. Following these specifications will reduce damage to supplied material, provide accurate load identification, optimize production efficiencies and ultimately reduced cost for both BMS Direct and their suppliers.

All shipments must be prepared following the guidelines below and arrive between 3 and 5 days prior to production dates. Your BMS Direct Customer Service Representative (CSR) must be notified prior to shipment of the supplied component.

## **1. Versioning Requirements:**

All versions must have a unique method of identification. If multiple versions are being used, they cannot be mixed within a load. All material must have a version code printed on the product. The version codes must match the codes given to the BMS Direct Customer Service Representative (CSR) for product identification.

## **2. Pallet Specifications:**

- All pallets must be 4-way entry with 4" sides.
- All pallets must have a minimum of 3-1/2" fork opening for lift entry.
- Pallets may be wood or plastic. Costs to return plastic pallets will be the responsibility of the sender.
- Product must not extend beyond the pallet deck.
- Maximum weight per pallet cannot exceed 2,200 lbs.
- A protective cover (slip-sheet) must be placed on the pallet deck to prevent sagging of inserts between boards.
- A plastic moisture barrier should also be used to prevent migration of moisture to the product.
- A copy of the insert/card should be attached to 2 sides of each pallet.

## **3. Pallet Wrapping/Strapping**

- All loads must be protected with either stretch or shrink-wrap.
- Machine stretch wrap is preferred over hand wrap as it can better grip the load.
- The stretch wrap must always enclose the skid as well as the contents to securely fasten the load.
- Pre-formed corner protectors are suggested to help prevent damage to inserts when wrapping.
- If the load is strapped, polyester strapping is recommended, polypropylene is allowed, but not recommended. Steel is NOT allowed.

## **4. Packaging Requirements:**

- All products must be well jogged.
- Lifts must not be compensated, strapped, banded, or tied in any way.
- Lifts should be between 3" – 6" for catalogs and 2" – 3" for inserts
- Product must not extend beyond the pallet deck.

### **Packaged in Cartons**

- Product should not be compensated in the carton
- Cartons must be stacked (not brick piled) and use fiber corners for containment.
- Carton strength should be at least 275 pounds per square inch single wall material.
- Weight of a single carton must not exceed 40 pounds.
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- Each carton must be labeled on each end with the following information:
  - Customer Name
  - BMS Direct Job Description
  - BMS Direct Job Number
  - Quantity per carton
  - Version Code Identification (Must match code printed on the part)
  - Carton number and total carton count (i.e. Carton 1 of 724)

**5. Load Identification:**

- The BMS Direct CSR must be notified prior to shipment of the supplied material.
- Each pallet must contain a minimum of two (2) load flags on adjacent sides of the pallet, securely affixed in a visible manner.
- Each load flag must contain the following information:
  - Magazine or Catalog Customer Name
  - BMS Direct Job Description (Do not substitute your internal job description)
  - BMS Direct Job Number (Do not substitute your internal job number)
  - Version Code Identification (Must match the code printed on the part)
  - Supplier Name
  - Load Number (i.e. 1 of 20 etc)
  - Quantity Per Skid
  - Piece Weight
  - Skid Tare Weight
- BMS Direct provides a master load flag (included on page 4) that encompasses the above requirement.
- Contact your BMS Direct CSR if you have any questions about this document.
- Each shipment must contain a BOL (Bill of Lading) or manifest containing the following information:
  - Shippers Company Name, Address and Telephone Number
  - Shipped to address (see location information table)
  - Receiver's Phone Number for Appointments (see location information table)
  - BMS Direct Customer Service Representative's name
  - Customer's Name
  - Title of the Event
  - Issue Date or Month
  - Code or lap I.D. (must match the code printed on the product)
  - Quantities per version code
  - Total Number pallets
  - Gross weight
- BOL's or Packing Slips must be faxed to BMS Direct prior to or when shipment is dispatched (see location information table)

**6. Truck Loading:**

- Pallets should be placed and/or reinforced to avoid minimum pallet movement
- Loads must not be double stacked.
- Loads cannot come within 2 feet of the tail end of the trailer to allow for dock plate.
- Shipping trailers must be a minimum 12'6" height to allow for hoist truck entry clearance.

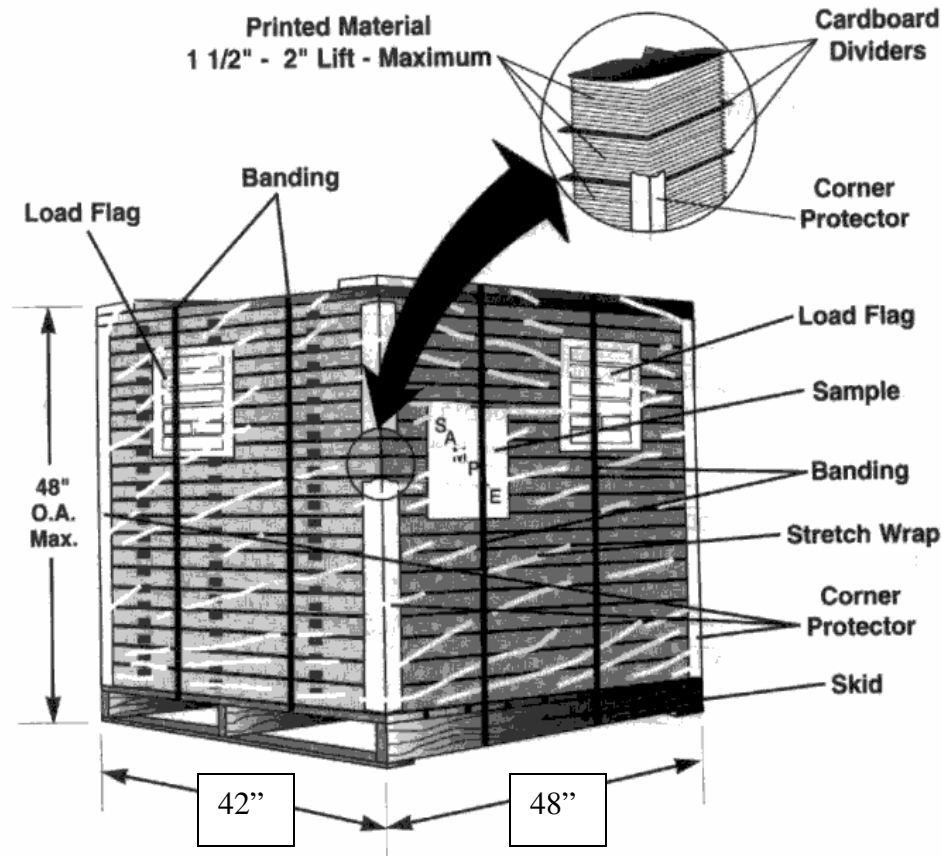
**7. Non-Conformance:**

- If for any reason these specifications are not followed, all additional cost will be the responsibility of the supplier.
- Damaged materials will be photographed and the customer service representative will notify the customer and the supplier to the extent of the damage. If the product is damaged beyond its point of usefulness, the cost of replacing the damaged material will be the supplier responsibility.
- The shipper assumes all costs to repair, retrieve, and remove any and all-damaged goods.

**8. Location Information table**

<b>Plant Name</b>	<b>Shipping Address</b>	<b>For Directions to the plant</b>	<b>Receiving Hours and notification information</b>	<b>For Appointments phone</b>
BMS Direct Lynchburg Virginia	BMS Direct 37 Millrace Rd. Lynchburg, VA 24502-4343	434-239-2684	8AM – 3PM EST, Monday -Friday or by appointment	434-455-7738

## Sample of a Well Packed Pallet



- 42" X 48" with 4 way entry
- Banded 2 X 2
- Maximum 48" from the floor
- Each Load Required 2 Load Flags
- All Loads Enclosed in Stretch Wrap
- All Loads Require a sample visibly attached

**BMS DIRECT  
STANDARD LOAD FLAG  
OUTSIDE SUPPLIED PARTS FOR:**

**CUSTOMER NAME:** (Print Large)

**JOB DESCRIPTION**

IMPORTANT: Do not substitute your internal Job Description

**BEST JOB NUMBER:**

IMPORTANT: Do not substitute your internal Job Number

**VERSION CODE IDENTIFICATION:**

IMPORTANT: The version code must match the code printed on the piece.

**QUANTITY THIS SKID / CARTON:**

**COMPONENT PIECE WEIGHT :(lbs.)**

**SKID TARE WEIGHT:**

**LOAD #**

**SUPPLIER NAME:** (Print Large)