

BMS Direct – Catalog Packaging and Receiving Requirements

The purpose of this document is to provide clear, concise packaging and receiving specifications for catalogs to all suppliers. Following these specifications will reduce damage to supplied material, provide accurate load identification, optimize production efficiencies and, ultimately, reduce costs 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. The BMS Customer Service Representative (CSR) should be notified prior to shipment of the supplied component.

1. Version 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 packing slip and labeled on the pallet. The version codes must match the codes given to the BMS CSR for product identification. Additionally, all codes assigned to a catalog must match the codes that BMS receives in the data files for fulfillment.

2. Pallet Specifications:

- I. All pallets must be 4-way entry with 4" sides.
- II. All pallets must have a minimum of 3-1/2" fork opening for lift entry.
- III. Pallets may be wood or plastic. Costs to return plastic pallets will be the responsibility of the sender.
- IV. Product must not extend beyond the pallet deck.
- V. Maximum weight per pallet cannot exceed 2,200 lbs
- VI. A plastic moisture barrier should also be used to prevent migration of moisture to the product.

3. Pallet Wrapping/Strapping

- I. 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.
- II. The stretch wrap must always enclose the skid and the contents to securely fasten the load.
- III. Pre-formed corner protectors are suggested to help prevent damage when wrapping.

- IV. If the load is strapped, polyester strapping is recommended, polypropylene is allowed, but not recommended. Steel strapping is NOT allowed.
- V. A wrapped pallet with straps is the preferred method of receiving catalogs

4. Packaging Requirements:

- I. Catalogs are never to be shrink or plastic wrapped in bundles, only the pallet should be wrapped. Catalogs should be bundled with one strap only.
- II. Lifts must not be compensated, strapped, banded, or tied in any way.
- III. Lifts should be between 3" – 6" for catalogs
- IV. Product must not extend beyond the pallet deck.

5. Load Identification:

- I. The BMS CSR must be notified prior to shipment of the supplied material.
- II. Each pallet must contain a minimum of two (2) load flags on adjacent sides of the pallet, securely affixed in a visible manner.
- III. Each load flag must contain the following information:
 - A. Magazine or Catalog Customer Name
 - B. Version Code Identification (Must match the code printed on the part)
 - C. Supplier Name
 - D. Load Pallet Number (i.e. 1 of 20 etc)
 - E. Quantity Per Skid
- IV. BMS Direct provides a master load flag (included on final page) that encompasses the above requirement, if needed.
- V. Contact your BMS Direct CSR if you have any questions about this document.
- VI. Each shipment must contain a BOL (Bill of Lading) or packing slip containing the following information:
 - A. Shippers Company Name, Address and Telephone Number
 - B. Shipped to address (see location information table, Sec 8)
 - C. Receiver's Phone Number for Appointments (see location information table, Sec 8)
 - D. BMS Direct's CSR name
 - E. Customer's Name

- F. Magazine or Catalog Name
- G. Issue Date or Month
- H. Version or Catalog Code
- I. Quantities per version code
- J. Total Number pallets
- K. Gross weight

6. Truck Loading:

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

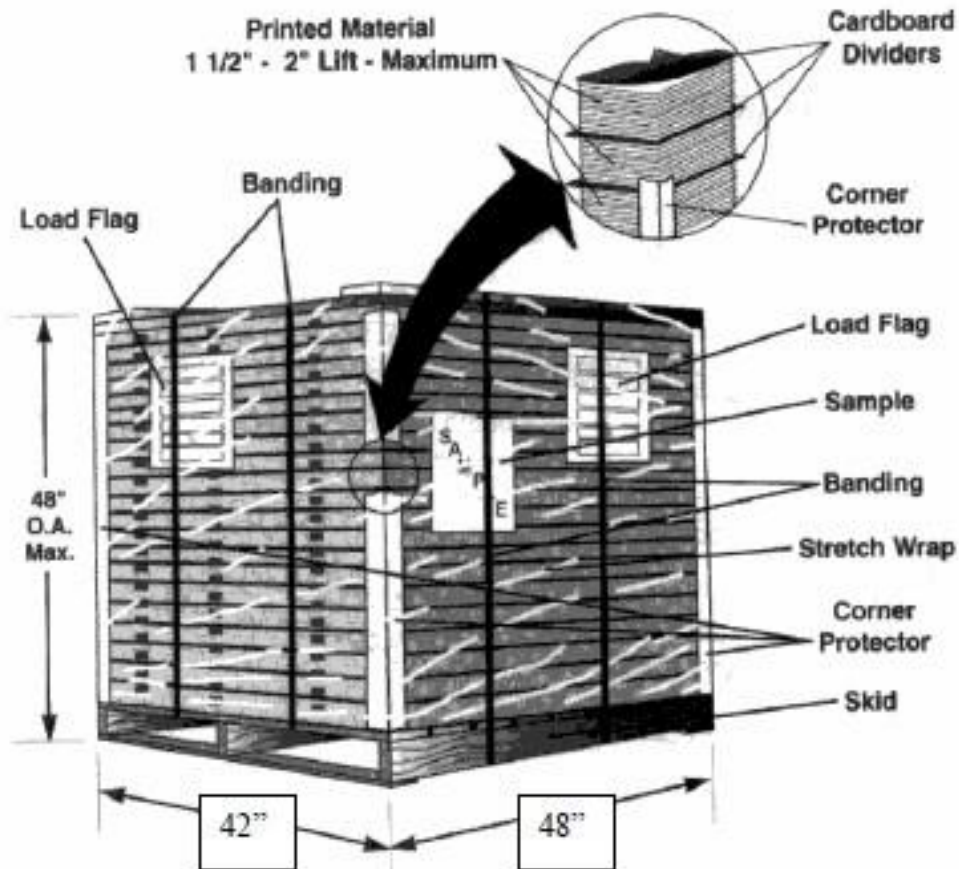
7. Non-Conformance:

- I. If for any reason these specifications are not followed, all additional cost will be the responsibility of the supplier.
- II. Damaged materials will be photographed and the CSR 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.
- III. The shipper assumes all costs to repair, retrieve, and remove any and all-damaged goods.

8. Location Information table

Plant Name	Shipping Address	For Directions	Receiving Hours	For Appointments
BMS Direct	BMS Direct Millrace Dr. Lynchburg VA 24502	37 434-239-2684	8AM – 4:30PM EST, Mon-Fri 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