

# REMARK E12

REVISION 10/17/01

## INSTRUCTIONS FOR PREPARING SHIPMENTS TO GENERAL ELECTRIC

### 1. GENERAL INSTRUCTIONS

- A. ROUTE TO AND MAINTAIN IN YOUR SHIPPING DEPARTMENT.
- B. NO SEPARATE CHARGES FOR BOXING WILL BE ALLOWED.
- C. SELLER SHALL BE RESPONSIBLE FOR PACKING AND PACKAGING NECESSARY TO WITHSTAND TRANSPORTATION HAZARDS AND FOR PREPARING SHIPMENTS IN ACCORDANCE WITH THE INSTRUCTIONS FURNISHED BY GE.
- D. PACKAGING REQUIREMENTS FOR SHIPMENTS ON COMMERCIAL BILLS OF LADING MUST MEET COMMERCIAL STANDARDS AND ACCEPTED PRACTICES OF THE INDUSTRY. THE PACKAGING MUST PROVIDE FULL PROTECTION OF MATERIAL TO ULTIMATE DESTINATION AND MUST CONFORM TO GOVERNING CLASSIFICATIONS.
- E. THE USE OF EXPANDED POLYSTYRENE (FOAM PEANUTS) IS PROHIBITED.
- F. PARTIAL RELEASE MATERIAL MUST BE PACKAGED SEPARATELY AND IDENTIFIED ON A SEPARATE PACKING LIST.
- G. METHODS OF HANDLING, MOVING AND TRANSPORTING PACKAGES SHOULD ENSURE THAT SHIPMENTS ARRIVE AT GENERAL ELECTRIC UNDAMAGED.
- H. IT IS A GEAE SAFETY REQUIREMENT THAT NO EMPLOYEE LIFT OVER 50 POUNDS. THEREFORE, SINGLE CONTAINERS WEIGHING OVER 50 POUNDS MUST BE PALLETIZED. MULTIPLE CONTAINERS WEIGHING OVER 50 POUNDS MAY NOT BE ON THE SAME PALLET. FOR MORE INSTRUCTIONS CONCERNING MULTIPLE CONTAINER SHIPMENTS SEE 5 AND 6 OF THIS REMARK.
- I. CORRUGATED FIBERBOARD CONTAINERS 12" X 12" X 12" OR SMALLER CANNOT WEIGH MORE THAN 25 POUNDS EACH.
- J. WOOD USED IN PALLETS OR CONTAINERS MUST MEET THE EUROPEAN UNION REQUIREMENTS.
  - 1. COMPANIES IN THE UNITED STATES MUST USE PALLETS OR CONTAINERS CONSTRUCTED OF NON-CONIFEROUS PRODUCTS OR HAVE APPROPRIATE CERTIFICATION PROVING IT MEETS EUROPEAN UNION REQUIREMENTS. THE PALLET OR CONTAINER SHOULD BE STENCILED WITH NC-US (MEANING NON CONIFEROUS – UNITED STATES) OR OTHER APPROPRIATE MARKING DEFINED PER THE UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) ANIMAL PLANT HEALTH INSPECTION SERVICES (APHIS).
  - 2. COMPANIES IN THE EUROPEAN UNION MUST STENCIL ON THE CONTAINER OR PALLET THE COUNTRY OF ORIGIN OF THE WOOD.
  - 3. COMPANIES OUTSIDE THE UNITED STATES AND THE EUROPEAN UNION MUST USE ONLY NON-CONIFEROUS WOOD IN PALLETS OR CONTAINERS. THE CONTAINER OR PALLET MUST BE STENCILED WITH NON-CONIFEROUS.
  - 4. ALL STENCILING MUST BE IN CHARACTERS AT LEAST ONE INCH HIGH.

### 2. MARKING

- A. CONSIGNMENT ADDRESS AS IDENTIFIED ON THE CORRESPONDING PURCHASE ORDER IS TO BE PLACED ON THE TOP OR SIDE OF ALL CONTAINERS.
- B. MARKINGS SHOULD BE ARRANGED IN A MANNER THAT ENSURES THAT OPENING AND CLOSING THE CONTAINER WOULD NOT CAUSE LOSS OR DAMAGE TO THE IDENTIFICATION.
- C. INFORMATION REQUIRED ON EACH P.O. ITEM CONTAINER:

- PURCHASE ORDER NUMBER
- PURCHASE ORDER ITEM NUMBER
- PART NUMBER
- QUANTITY IN CONTAINER
- TOTAL QUANTITY OF SHIPMENT (ON FIRST CONTAINER ONLY)
- CONTAINER # \_\_ OF \_\_ (SEE 5 - MULTIPLE CONTAINERS)
- PACKING LIST NUMBER
- NAME OF MANUFACTURER
- MADE IN \_\_\_\_\_ (COUNTRY OF MANUFACTURE) (SEE 19 USC 1304)
- SERIAL NUMBER(S) (IF MARKED ON ITEM(S) )
- DATE OF MANUFACTURE (IF MARKED ON ITEM(S))
- RELEASE AUTHORIZATION (WHEN REQUIRED)
- WEIGHT OF CONTAINER (IN CHARACTERS 1 1/2" (MIN) IN HEIGHT)

- D. MARKING MEDIA COLOR SHOULD CONTRAST THE CONTAINER COLOR.
- E. PRECAUTIONARY AND HANDLING REQUIREMENTS SHALL BE APPLIED AS REQUIRED. THIS INCLUDES MARKING FOR RADIOACTIVE MATERIAL AND ITEMS HAVING A SHELF LIFE.
- F. PARTS ON SKIDS WHICH ARE NOT CONTAINERIZED SHOULD BE IDENTIFIED USING LABELS VISIBLY LOCATED.
- G. ALL RETURNABLE CONTAINERS MUST BE IDENTIFIED AS "RETURNABLE".
- H. IN THE CASE OF "KITS" WHERE INDIVIDUAL KIT COMPONENTS WERE MADE IN DIFFERENT COUNTRIES, THE COUNTRY OF MANUFACTURE MUST BE SHOWN FOR EACH SEPARATE PART NUMBER.

3. PACKING LIST (WHEN BAR CODED LABELING IS NOT USED)

- A. WILL INCLUDE THE INFORMATION LISTED IN 2.C ABOVE.
- B. THE ORIGINAL SHOULD BE PLACED IN A WATERPROOF ENVELOPE AND SECURED TO THE MARKED END OF THE CONTAINER OR CONTAINER ONE IF MULTIPLE CONTAINERS.
- C. A COPY OF THE PACKING LIST SHOULD BE PLACED INSIDE OF THE CONTAINER OR CONTAINER ONE IF MULTIPLE CONTAINERS.

D. WHEN BANDED/STRAPPED OR SHRINK-WRAPPED MULTIPLE CONTAINERS ARE SHIPPED, THE PACKING LIST MUST BE ACCESSIBLE WITHOUT UNBANDING THE SHIPMENT.

4. DOCUMENTATION

A. IF APPLICABLE, INCLUDE THE FOLLOWING ON TOP OF THE INSIDE OF THE CONTAINER OR ON TOP OF THE INSIDE OF CONTAINER ONE IF MULTIPLE CONTAINERS

- CERTIFICATIONS
- INSPECTION REPORTS
- RESIDENT RELEASE FORMS FROM THE DESIGNATED SUPPLIER QUALITY REPRESENTATIVE (DSQR)
- FUNCTIONAL TEST REPORTS
- DRAWINGS
- BLUE PRINTS

B. BOXES CONTAINING DOCUMENTS SHOULD BE MARKED TO IDENTIFY THAT THE MATERIAL IS INSIDE. E.G. ("DRAWINGS/TEST SAMPLES ENCLOSED")

5. MULTIPLE CONTAINERS

A. MULTIPLE CONTAINER SHIPMENTS CONTAINING THE SAME PART NUMBER, P.O. NUMBER, P.O. ITEM NUMBER SHOULD BE STRAPPED/BANDED OR SHRINK-WRAPPED TOGETHER ON ONE SKID OR PALLET. ANY INDIVIDUAL CONTAINERS WEIGHING OVER 50 POUNDS MUST BE ON THEIR OWN PALLET AND HAVE THEIR OWN BAR CODE LABEL OR PACKING LIST.

B. EACH P.O. ITEM NUMBER MUST BE PACKED SEPARATELY AND EACH PACKAGE SHOULD DISPLAY THE INFORMATION AS LISTED IN 2.C ABOVE.

C. THE BILL OF LADING SHOULD BE ANNOTATED "SEPARATION OF BANDED OR WRAPPED SKIDS DURING TRANSIT IS NOT ALLOWED".

D. THE OUTSIDE OF THE CONTAINER/SHIPMENT SHOULD BE MARKED IN BOLD LETTERS "**DO NOT SEPARATE THIS SHIPMENT**".

6. OVERPACKED CONTAINERS

A. P.O. ITEM CONTAINERS HAVING SEPARATE PACKING LISTS MAY BE PLACED IN AN OVERSIZE CONTAINER.

B. THE OUTSIDE OF THE CONTAINER MUST DISPLAY ALL OF THE P.O.NUMBERS, P.O.ITEM NUMBERS AND PART NUMBERS CONTAINED IN THE OVERPACKED BOX.

C. MULTIPLE CONTAINERS CONTAINING THE SAME PART NUMBER, P.O. NUMBER, P.O. ITEM NUMBER AND WEIGHING LESS THAN 50 POUNDS SHOULD BE OVERPACKED INTO ONE CONTAINER.