



NewStream
Enterprises

This standard will describe the packaging and shipping guidelines that NewStream Enterprises will require their suppliers to use when shipping to NewStream. The objective is to provide our suppliers with instructions so the materials will be damage free and in the most acceptable form upon arrival.

Packaging – Supplier will be responsible for ensuring that the packing conforms to these standards, that it is economical for parts involved, and is rugged enough to withstand the rigors of transportation and handling. Supplier must assure proper protection from point of origin to final destination.

- **Quality of load** – packaged or bulk material will need to be fastened to pallet securely. This may include steel or plastic straps or plastic shrink wrap, so the load will not shift or damage during transit and handling. If possible the top surface of each load should be flat and level for stacking. The weight of each load should not exceed its dimensions to weight ratio. Packaging should be designed to avoid tight nesting of parts, for it causes extra time and effort to pry them from one another.
- **Storage** - When the quantity of material is significant the material maybe placed into bulk or un-racked locations. The pallet/container/pack will need to be sufficiently strong and stable to allow free stacking up to 12-20ft. If load comes in corrugated fiberboard boxes/containers it may need stiffeners to prevent buckling or bursting. If stacking is not possible due to the sensitivity of materials, a “**DO NOT STACK**” label must be openly present per load.
- **Mixed part numbers** – If the quantity shipped of a part number is not sufficient to form a complete pallet and that part number will be put on a pallet with other part number a “**MIXED**” label must be present and visible on all four sides of pallet. A separate list of all part numbers in the mixed load must be provided and inserted in or affixed on the mixed load
- **Acceptable Containers**
 - **Plastic Containers** – The total height must not exceed 45” in case it is put into racking, or be capable of stacking at a maximum of three high. Empty containers must be collapsible, or nestable for storage. Containers still must be secured by appropriate banding or shrink wrap. Interlocking or anti-skid devices are encouraged.
 - **Steel shipping racks** – Steel shipping racks must be able to be handled by a fork truck, and stackable for storage. The height must not exceed 45” (in case of racking storage)
 - **Pallets** – Pallets must be suitable for fork truck entry. Pallets over 52” in length must have a 4-way entry. Pallets will be at least as long and wide as the load. Loads that extend beyond the edges of a pallet will need verification or permission by NSE’s Supply Chain Manager. All pallets for service shipments must be heat treated per the ISPM 15 standard regulating wood packaging material.

- **Container Examples**



Containers should be stackable and/or collapsible



Containers should be nestable and/or able to free stack.



ID of materials (labels, master labels, mixed pallet labels)

- NSE will require certain basic information to be attached to or imprinted on all incoming packaged or palletized materials. The receiving and storage of materials requires materials to be easily stocked and identified.

- **Labels** – labels must be affixed to each container identifying contents (individual labels must include NewStream part number) quantity, customer supplier ID number. Each individual part/component must have its own label.
 - **Part numbers and Quantity** – The part number must be readable and be bold. The bar code symbol of the part number shall be directly below the characters of the part number. The quantity must be readable and be bold. The maximum length of the quantity is 5 numeric characters, plus the date identifier. When the unit of measure is pieces, no notation is required. When the unit of measure is anything other than pieces it must be noted in readable form. The unit of measure should never be in the bar code symbol.
 - **Product Data** – As a minimum, product must contain a one word description of the contents, gross weight, and net weight in pounds, per label, per load.
- **Mixed item loads** – Loads with multiple part numbers should have a “MIXED” label attached in a clear and visible location. This applies to all pallets sent freight or parcel shipping.
- **Supplier owned containers** – Suppliers may paint on all their containers. Identification can be accomplished by permanent adhesive labels or with embossed metal plates/placards. Bar codes are also encouraged. Identification must be kept in the same location on each container. All containers must be identified properly. Identification must be easily read when containers are collapsed. If the container is not easily identified after 30 days, NewStream will sell, scrap, or keep the container.
- **Hazardous Material label** – Any product shipped to NSE that are hazardous by definition in *DOT CFR-49* are required to have each piece marked and labeled per instruction of *CFR-49* regulations. Hazardous material must also comply with *OSHA 1910 standards*.

Preservation and Packing – Improper packaging can cause damage during shipping and handling. The methods used to package and preserve parts and materials are important.

- **Preservation**
 - **Volatile Corrosion Inhibitors** – V.C.I. (volatile corrosion inhibitor) are a type of corrosion inhibitor used to protect ferrous material against corrosion where it is impractical to apply surface treatments. They slowly release compounds within a sealed airspace that actively prevent surface corrosion.

- **Packing**

- **Dunnage** - separators and partition will need to be used to help provide protection against physical damage. Heavy material will need to be adequately braced, bolted or strapped to prevent shifting during transit and handling.
- **Sensitive Material** – Materials that can be easily damaged in transit will need special attention taken for their protection, for the smallest of scratches and dents can impair their function.
- **Part numbers** – Only material of the same part number are allowed to be packaged in the same container/box.
- **Quantities** – The quantities of material will need to be reviewed by both supplier and receiver, so that the material quantities can be kept accurate.
- **Transportation** – Package sizes and type will need to be selected to fit the most obtainable and most economical method of transportation. Refer to *acceptable containers section* for references to height and weight limitations.

Shipping – The supplier will always ship in compliance with NewStream Enterprises routing instructions (routing matrix) that will be provided by NSE. The instructions can be found on the NSE website www.newstreaming.com under shipping instructions. Any dispute between these requirements will need to be brought up to the NSE receiving management. Any premium shipment use without the consent of NSE will result in immediate charge back, at the cost of the premium choice. Failure to comply with NSE routing instruction will result in 100% cost of shipment charge back.

- **Transportation**

- **Truck** – Carriers equipment must be able to be unloaded by a fork truck. Floors of the trailers must be free of holes, and able to hold and support a loaded fork truck.
- **Air Freight** – Shipments made by air will need to be authorized by NSE materials department with an EPFC number.
- **Parcels** – Shipments (via Fed Ex, UPS, etc.) made ground or air service will need to be in compliance with NSE routing instructions.
- **Loading** – Supplier will be responsible for making sure shipping standards meet carrier requirements, while being logical with the shipments on carrier’s vehicle. If materials are damaged during process and handling from supplier or carrier, a charge back will be issued for damaged products. Sensible stacking will be necessary. Do not load heavy material on top of lighter material.
- **Packing List** – A packing list is the document that will need to be included with each shipment. This document will need to include the NewStream order number, part numbers, and quantities of those part numbers. A pallet manifest must be provided with every packing list. This information is very important and must be included with every shipment. The packing list should be easily located on the front or side of pallet, NOT TOP, and marked “**PACKING LIST**”. Two

copies of the packing list must go with the shipment, one on the load marked Packing List, and the other should be attached to the bill of lading that is given to the receiving location.

- **Pallet Examples**

- Loads that have more than one part number must have a Mixed Load label.
- All pallets will need to correspond with manifest sheet.
- No part number should be placed on more than one mixed load pallet.
- A pallet manifest must come with each order number.

- **Mixed pallet example**





- **NewStream Shipping Website**
<http://newstreaming.com/shipping-instructions/shipping-instructions-springfield-mo-location/>
- **Occupational safety and health standards (O.S.H.A. 1910 standards)**
https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1910
- **Occupational Safety and health standards (transporting hazardous materials)**
https://www.osha.gov/SLTC/trucking_industry/transportinghazardousmaterials.html

- **United States Department of Transportation (Federal hazardous material regulations)**
<http://www.fmcsa.dot.gov/regulations/hazardous-materials/how-comply-federal-hazardous-materials-regulations>
- **International Standards for Phytosanitary Measures (ISPM15)**
http://www.ispm15.com/ISPM15_Revised_2009.pdf