

Packaging Matters

Rice Lake Weighing Systems (RLWS) Suppliers are expected to provide packaging that will protect product throughout the complete distribution chain: from the supplier to RLWS, to the RLWS dealer, and to the end user. Rice Lake relies on the expertise of our suppliers to provide adequate packaging.

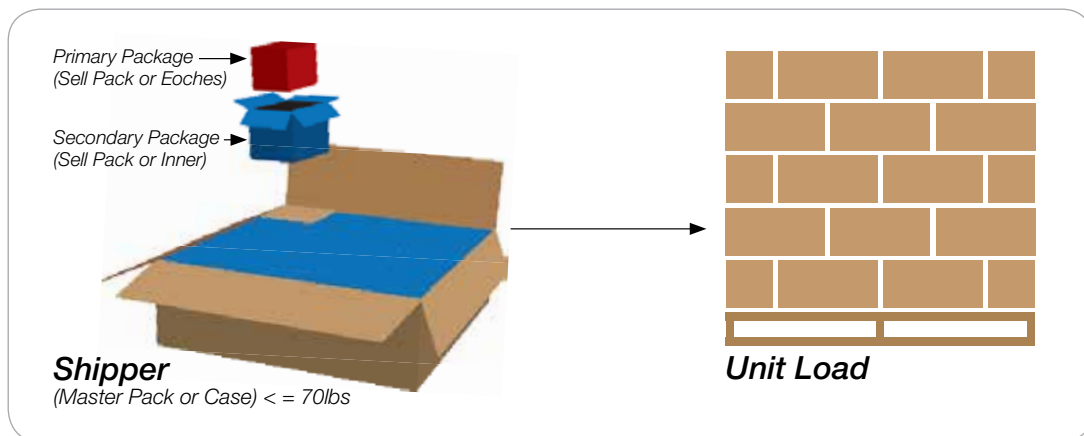
The packaging guidelines outlined in this document will help ensure products are well-protected and adhere to shipping requirements.

General Packaging Guidelines

- Primary shipping cartons from suppliers must protect the items in a manner that will withstand the small-parcel shipping environment with carriers such as UPS and FedEx.
- Large, bulky items from suppliers need to withstand the rigors of LTL shipping and multiple handling.
- Packaging must appear new, clean, intact and in saleable condition when it reaches the customer. Dirty, dusty, aged, torn, pierced or defaced packaging may rightfully cause the customer to be suspicious of package contents.
- Avoid using over-recycled and/or reused packaging. Remember, the more times a box is used, the more it loses its original protective qualities.

Package Weight Recommendations

RLWS requests your assistance in the safe handling of products, and suggests the weight of the master pack or case not to exceed 70 pounds. The illustration below shows the preferred method of receiving products:



Warning Labels

- A package that must be shipped, stored or stacked in a certain position must display appropriate arrows and instructions. Hand-drawn arrows or instructions are not acceptable.
- RLWS requires all packaged products that weigh greater than 100 pounds to be marked with a warning logo which identifies heavy lifting. Any industry standard logo that identifies strenuous material handling is acceptable. This logo should provide an illustration on how the item is to be handled.
- Packages that contain hazardous materials must be labeled in accordance with IATA/IACO/IMDG/DOT regulations.
- All outer packaging labels must include the country of origin of enclosed materials (master pack or case).

Bar Coding Requirements

All product packaging must include a bar coded RLWS item number, quantity and country of origin. See sample bar code below:

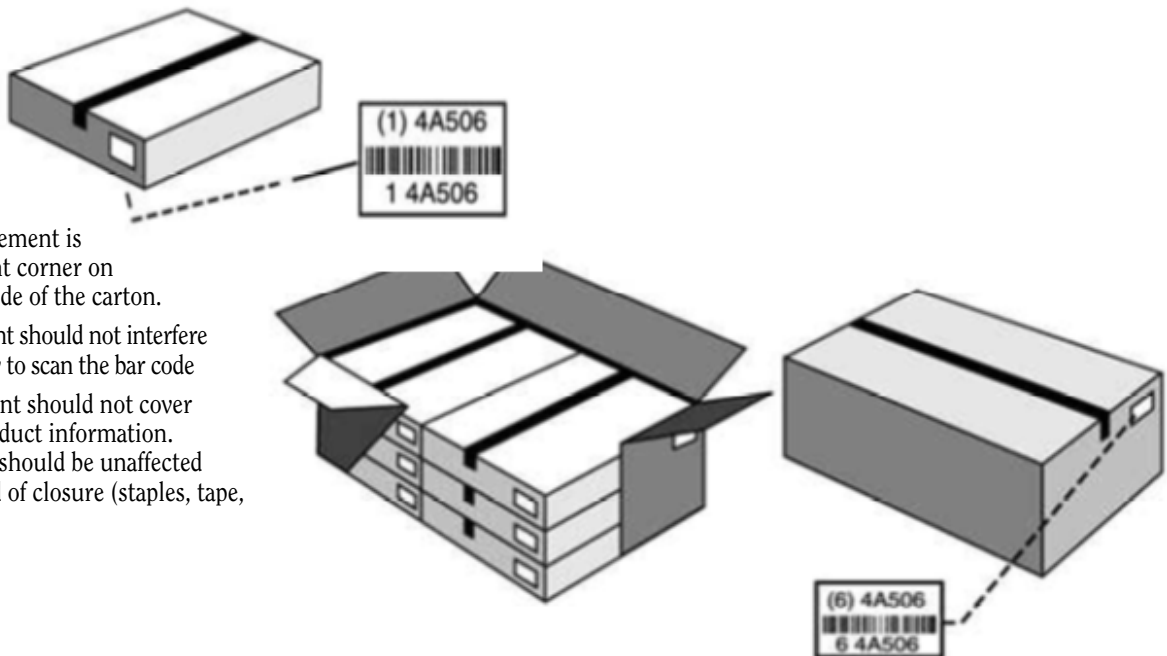
Notes:



- A carriage return or enter is required in each bar code. This facilitates automated entry into ERP systems, etc.
- P/N is Rice Lake's part number.
- The product description is limited to whatever will fit (within reason) between the part number bar code and the serial number bar code. If the serial number is not required, more product description is allowed.
- S/N is a serial number, limited to 20 characters, if required.
- The five-digit number located in the bottom-right corner is not required and is for internal Rice Lake use only.
- The garbage can icon with the "X" through it is required if this product must be recycled (in Europe).
- CE and UL approvals logos are also required if applicable.
- At minimum, the California Proposition 65 warning must be on each label.

Package Labeling Requirements:

- Each master, ship and sell pack must be identified with the RLWS item number and quantity with an approved bar code, as well as the country of origin of the item(s).
- Quantity designation is required even if the quantity is one (1).



- Preferred placement is the upper-right corner on the smallest side of the carton.
- Label placement should not interfere with the ability to scan the bar code
- Label placement should not cover important product information. Identification should be unaffected by the method of closure (staples, tape, glue, etc).

Serial Numbers

If a product has a serial number, it must be displayed on the outside of the carton. The display of the serial number is required for RLWS to facilitate shipments across international borders. The serial number should be printed in numbers and letters as well as in bar code 3 of 9 or 128 format, and placed near the RLWS stock number. This will ensure the number will be read quickly and accurately. If a supplier's product does not have a serial number, the supplier does not need to follow this requirement.

Hazardous Materials

Hazardous materials must be packaged in accordance with the appropriate IACO/IATA/IMDG/DOT regulations using performance oriented packaging or other packaging as stated in the regulation.

Country of Origin

All items imported into the U.S. must be marked in a conspicuous place as legibly, indelibly and permanently as the nature of the article or container will permit, in such a manner as to indicate (to the ultimate purchaser in the U.S.) the English name of the country of origin of the article or container. If you have questions regarding this very important requirement, please contact Rice Lake Weighing Systems.

Review

- Packaging shall provide item(s) established levels of protection against physical, mechanical and contamination hazards.
- Packaging materials, procedures and workmanship shall be of good industry quality and practice.
- Packaging shall be of minimum weight and cube.
- Packaging shall permit safe removal and replacement of item(s).
- Each purchase order is to have its own packaging. Multiple purchase orders may be over-packed together as long as clearly indicated as such on the over-pack.
- Unit closure shall be adequate to prevent loss of, or damage to, contents during storage.
- Any accessory part(s) required per item shall be enclosed in a separate package and secured within the same unit packaging.
- Item(s) sensitive to electrostatic discharge (ESD) are to be packaged in materials which test to the requirements of MIL-B-81705.
- Unit package markings shall include part number, quantity, country of origin and bar code.
- Labels must adhere permanently to all package materials, when not in conflict with applicable regulations. International symbols should be used.
- No supplier logo (symbols, names or addresses) is to appear on the packaging, i.e., cartons, boxes, over-pack, labels, etc.
- All packaging should be of a quality to allow compliance with the International Safe Transit (ISTA) Test Procedure 3A to ensure the most appropriate level of product protection is achieved.
- Each item should be surrounded by an adequate amount of cushioning to prevent product-against-product damage and protect contents from shock and vibration.



Fragile objects such as electronics require special packaging for safe shipment. Packages containing these or similar items may require added cushioning or a double (over) box.

All new items will be inspected for size and weight accuracy, which is critical for distribution. New item accuracy will be measured and reported as part of a supplier's performance evaluation. In the event of noncompliance, RLWS reserves the right to debit the supplier for all costs incurred.

These guidelines represent the minimum standards and requirements of Rice Lake Weighing Systems. From time to time, our customers may request special packaging to withstand various environmental constraints, and it is expected that each RLWS vendor comply with these additional requirements.

Rice Lake Weighing Systems is here to assist you with our packaging requirements. Please send your inquiries to tradecompliance@ricelake.com.