



PACKAGING AND LABELING REQUIREMENTS

In an effort to streamline our receiving of your products and uniformly handle all materials, below recaps the basic requirements on all current and future shipments. The below stated requirements are considered an integral part of our purchase order policy. Compliance will facilitate both the receiving and invoice payment process.

Packaging

- Packaging must be of sufficient strength and design to prevent in-transit or handling damage. In the case of circuit boards, each board must be packaged in its own box, with at least one inch of packaging material.
- Ship to the specific address as indicated on the purchase order.
- All cartons/bundles addressed to Burke Porter Machinery facilities must be shipped on pallets treated and marked in accordance with ISPM15 regulations (International Standard on Phyto-Sanitary Measures), unless other arrangements are made in advance, in writing with the Purchasing Department. Pallets will be 48" x 48" and of appropriate strength to prevent in-transit or handling damage.

Labeling

- Each carton, skid, bundle, etc, must have the Burke Porter Machinery part number, product description, quantity per carton/skid/bundle, (depending on product and packaging) and our unit of measure as specified on the purchase order on each label in at least ½ inch block letters.
- Purchase order numbers, Burke Porter Machinery part numbers, quantity per our unit of measure, manufactures name, manufactures part number, drawing revision level are to be listed on the packing slip and invoice.
- Additional identifying information may also be requested, ie, lot numbers, material certification, etc as indicated on the purchase order.
- When required, material certifications must be included with all shipment. The minimum requirements for a properly documented certification are:
 - Burke Porter Machinery part number
 - Burke Porter Machinery purchase order number
 - Quantity certified
 - The specification the product is certified to
 - A statement of verification, ie, that the supplier certifies that product shipped has been tested and meets the specification requirements
 - An authorized signature



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- Packing slips are to be attached inside a plastic envelope securely attached to the exterior of the carton/bundle for easy retrieval.
 - All packing slips must contain Burke Porter Machinery purchase order number, Burke Porter Machinery part number, country of origin, quantity per our unit of measure per part number, your invoice number, total pieces and weight
 - All chemical vendors must send MSDS update sheets to Burke Porter Machinery Purchasing Department at time of shipment of new or changed products. E-mail the MSDS sheets to – bepcopurchasing@bepco.com. A copy of the MSDS sheet must also accompany the initial order to the shipping location.
 - All cartons/bundles must be marked 1 of __, 2 of __, 3 of __, etc

Routings

- Please visit our website, <https://intranet.bepco.com/us/supplier/login.aspx>, for current routing instructions.

Failure to follow the above Packaging/Labeling instructions will result in charge backs or invoice deductions. Each violation will result in a charge of \$100.00 plus the freight difference.