



**MULTI PACKAGING SOLUTIONS
LANSING, MICHIGAN FACILITY**

SUPPLIER REQUIREMENTS

JUNE 2004

REVISED – AUGUST 2004

REVISED – APRIL 2005

REVISED – OCTOBER 2008

REVISED – NOVEMBER 2016

TABLE OF CONTENTS

Page	Section Number	Title
3	N/A	Supplier Requirements and Acknowledgement
4	N/A	General Requirements and Information
4	1	Receiving Hours
4	2	Contact Numbers
4	3	Hazardous Materials
4	4	On Time Delivery
4	5	Packing Lists
4	6	Skids and Packaging
4	7	Loading of Trailers
5	8	Certificate of Conformance/Analysis
5	9	Bar Codes
5	10	Supplier Corrective Actions
5	11	Non-conformance Policy
5	12	Rejected Materials
6	13	Over/Under Ship Policy
6	N/A	Specific Material Requirements
6	14	UPS/FedEx and Overseas Containers (non skid packed deliveries)
6	15	Carton packed material – Packaged on skids
7	16	Flat paper stock – Skid Packed
7	17	Press Ready Sheet Stock
8	18	Roll stock
9-16	N/A	Examples and illustrations

Multi Packaging Solutions Supplier Requirements Acknowledgement

The Supplier Requirements are part of the terms and conditions of the purchase order contract with (MPS) Multi Packaging Solutions. All suppliers must ensure material/product is produced to MPS specifications, are defect-free, arrive on time, utilize packaging methods that ensure their products arrive at our facility in the same quality condition in which it was manufactured, and can be safely and efficiently handled. Shipments must also be properly identified with MPS bar code requirements to ensure precise identification and traceability. Shipments must include a Certificate of Conformance with all information identified in these requirements when indicated on the purchase order.

Multi Packaging Solutions firmly endorses the principle that defects and errors are preventable and not inevitable. The responsibility for receipt of on time, quality products with precise identification and complete documentation begins with our suppliers.

I have read and understand the MPS Supplier Requirements.

Printed Name & Title	Signature	Date
MPS Officer	MPS Officer	

Printed Name	Signature
Officer Of Company	Officer Of Company

Title

Date

Company

GENREAL REQUIREMENTS AND INFORMATION

1. **Receiving hours** - Monday – Friday 7:00am – 5:00pm
 - 1.1. If Emergency shipments and special circumstances occur, contact the MPS buyer for approval and arrangement of an after-hours receipt.
2. **MPS Contact Numbers**
 - 2.1. MPS Front Desk – 517-323-9000 / 800-748-0517 – Ask for Purchasing
 - 2.2. MPS Receiving Department Extension 2310
3. **Hazardous Materials**
 - 3.1. Suppliers must follow all requirements of the Department of Transportation “Hazardous Materials Transportation Regulations”.
 - 3.2. Material Safety Data Sheets must be provided to MPS, in compliance with OSHA Hazardous Material Standards.
 - 3.2.1. MPS also requires that each carton of hazardous material have a corresponding MSDS placed in the top of each carton before sealing.
4. **On Time Delivery**
 - 4.1. The target for Supplier Delivery Performance is 100% on time.
 - 4.2. On time delivery is defined as: 1 day early and 0 days late to the date confirmed by supplier on purchase orders, or delivery dates defined in an established agreement between the supplier and MPS.
 - 4.3. If the delivery date mutually agreed upon cannot be met, the appropriate MPS buyer must be contacted immediately.
5. **Packing Lists** – Must include the following information
 - 5.1. The MPS purchase order number
 - 5.2. The MPS Part number
 - 5.3. Total quantity shipped on each part
 - 5.4. Total number of cartons if not packaged on skids
 - 5.5. Total number skids
6. **Skids & Packaging**
 - 6.1. Attached to one of the skids in the tail of the trailer, each shipment must include in an envelope clearly marked “Shipping Documentation” a packing list, bill of lading (not required if you are using your own truck), the materials certificate of conformance (if applicable), and a master bar code label (s).
 - 6.2. Deliveries must be palletized according to the stock specific requirements unless product sent via UPS, FedEx, ocean container, or MPS has provided a written authorization for deviation.
 - 6.3. Pallets must be constructed with sufficient strength to provide adequate support.
 - 6.3.1. Maximum deck spacing not to exceed 3 ½”.
 - 6.3.2. Skids must not be constructed with split, broken or blackened wood.
 - 6.3.3. Overall height not to exceed 60” (including pallet)
 - 6.4. Material and/or cartons must not overhang the pallet.
 - 6.5. Refer to the specific material requirements in this document for skid specifications.
7. **Loading of Trailers**
 - 7.1. Pallets and skids must be loaded with pallet opening facing the door to the trailer.
 - 7.2. Do not double stack skids without written authorization from your MPS buyer.
8. **Certificate of Conformance/Analysis**
 - 8.1. A Certificate of Conformance must be included **with the shipping documentation** when specified on the purchase order. Faxed certificates are not acceptable.
 - 8.1.1. The following information as a minimum is required on a Certificate of Conformance (see sample on page 16)
 - 8.1.1.1. Supplier name
 - 8.1.1.2. Title “Certificate of Conformance” on the document.
 - 8.1.1.3. Statement that indicates the lot conforms to specified requirements
 - 8.1.1.4. Lot or batch number – this number is used for traceability

- 8.1.1.5. MPS purchase order number
- 8.1.1.6. MPS Part number and description
- 8.1.1.7. The manufacture and/or ship date
- 8.1.1.8. Printed name and title of person certifying the lot
- 8.1.2. A Certificate of Analysis requires all the above information plus the following
 - 8.1.2.1. A specification tolerance sheet.

9. Bar Codes

- 9.1. All deliveries require bar code labels with code 39 (3 of 9) symbology. Please reference the specific material type in this document for the detailed requirements.

10. Supplier Corrective Actions

- 10.1. A Corrective Action Report will be issued for repeated quality, receiving and service-related issues.
- 10.2. A written response must be provided by the due date indicated on the form to the MPS buyer detailing the root cause, and what action (s) will be taken to eliminate the issue in the future.
 - 10.2.1. If the CAR due date cannot be met the following steps must be taken
 - 10.2.1.1. Provide an explanation to the buyer on why the due date cannot be met.
 - 10.2.1.2. Request a new due date for the buyer
 - 10.2.1.3. Provide a written response on how the effected material will be contained to prevent receipt of quality related issues from being sent to MPS.

11. Non-conformance Policy

- 11.1. Shipments found in non-conformance may be refused at the receiving dock.
- 11.2. Reoccurring non-conformances will result in Supplier Corrective Actions, supplier status changed to Probation, and/or removal from the Approved Supplier List.

12. Rejected Material

- 12.1. If product is rejected due to a quality-related issue, a memo will be sent to the supplier asking for disposition and indicating the amount of credit requested.
 - 12.1.1. Additional cost may be assessed for labor, administrative fees, and lost time.
 - 12.1.2. If a response is not received within 5 days after notice of the rejection the product **will be disposed of** and the credit will be deducted directly from the invoice.

13. OVERSHIP/UNDER SHIP POLICY

- 13.1. There is a 0% under ship and a maximum 10% over shipment on roll stock.
- 13.2. There is a 0% under ship and a maximum 3% over shipment on sheet stock
- 13.3. Any amount of material exceeding the defined percentages will be considered gratis and will be deducted directly from the invoice.

Specific Material Requirements

14. UPS/FedEx and Overseas Containers (non-skid packed deliveries)

14.1. Packaging

- 14.1.1. Limit the weight of each carton to 50 pounds or less
- 14.1.2. Each carton must have a minimum strength test of 200 pounds.

14.2. Bar codes (reference example on page 9)

- 14.2.1. **Carton Label** - Each carton must be labeled with the following human readable and bar coded information in code 39 (3 of 9) symbology
 - 14.2.1.1. MPS purchase order number
 - 14.2.1.2. MPS part number
 - 14.2.1.2.1. Include the part description with the part number in human readable field only
 - 14.2.1.3. Total carton quantity in the MPS unit of measure
 - 14.2.1.4. Lot number

- 14.2.2. **Master Label** – Attached to one of the skids, each shipment must include in an envelope clearly marked “*Shipping Documentation*” a packing list, bill of lading (not required if you are using

your own truck), the materials certificate of conformance (if applicable), and a master bar code label for **each part** shipped with the following human readable and bar coded information

14.2.2.1. MPS Purchase order number

14.2.2.2. MPS part number

14.2.2.2.1. Include the part description with the part number in human readable field only

14.2.2.3. The **total quantity shipped** in the MPS unit of measure

14.2.2.3.1. If shipping a part against more than one purchase order a master bar code for each purchase order is required.

15. Carton packed material – Packaged on skids

15.1. Packaging (reference illustration #1 page 13)

15.1.1. Each carton must have a minimum strength test of 200 pounds.

15.1.2. Cartons, packaged materials must be secured to pallets via stretch film and/or non-metallic strapping.

15.1.3. If a skid contains more than one part, a “MIXED PARTS” label is required.

15.1.4. Skid bar code labels for each part number on the skid is required.

15.2. Bar codes (reference example on page 9)

15.2.1. **Carton Label** - each carton must be labeled with the following human readable and bar coded information

15.2.1.1. MPS purchase order number

15.2.1.2. MPS part number

15.2.1.2.1. Include the part description with the part number in human readable field only

15.2.1.3. Total carton quantity in the MPS unit of measure

15.2.1.4. Lot number

15.2.1.5. Please note – do not include your company name and address on items sent to MPS for resale. (reference example on page 10)

15.2.2. **Skid label** - Each skid must be labeled on the front and side with the following human readable and bar coded information

15.2.2.1. MPS purchase order number

15.2.2.2. MPS part number

15.2.2.2.1. Include the part description with the part number in human readable field only

15.2.2.3. Total skid quantity in the MPS unit of measure

Lot number

15.2.3. **Master label** - Attached to one of the skids, each shipment must include in an envelope clearly marked “*Shipping Documentation*” a packing list, bill of lading (not required if you are using your own truck), the materials certificate of conformance (if applicable), and a master bar code label for **each part** shipped with the following human readable and bar coded information

15.2.3.1. MPS purchase order number

15.2.3.2. MPS part number

15.2.3.2.1. Include the part description with the part number in human readable field only

15.2.3.3. The **total quantity shipped** in the MPS unit of measure

15.2.3.3.1. If shipping a part against more than one purchase order a master bar code for each purchase order is required

16. Flat Paper Stock – Skid Packed (reference illustration #2 page 13)

16.1. Packaging

16.1.1. Skid length 46”-48”

16.1.2. Skid Width 40”-42”

16.1.3. Skid Height not to exceed 60” overall including skid

16.1.4. Runners to run the full length of the skid.

16.1.5. Skid weight not to exceed 2,000 pounds

16.1.6. Skid Type: 2-way entry skid.

- 16.1.7. Skid top required to protect paper
- 16.1.8. Each skid to be wrapped for protection and banded for safety
- 16.1.9. One product number per skid

16.2. Bar Codes (reference example on page 11)

- 16.2.1. **Skid label** - Each skid must be labeled on the front and side with the following human readable and bar coded information
 - 16.2.1.1. MPS purchase order number
 - 16.2.1.2. MPS part number
 - 16.2.1.2.1. Include the part description with the part number in human readable field only
 - 16.2.1.3. Total skid quantity in the MPS unit of measure
 - 16.2.1.4. Lot number
- 16.2.2. **Master label** - Attached to one of the skids, each shipment must include in an envelope clearly marked "*Shipping Documentation*" a packing list, bill of lading (not required if you are using your own truck), the materials certificate of conformance (if applicable), and a master bar code label for **each part** shipped with the following human readable and bar coded information
 - 16.2.2.1. MPS purchase order number
 - 16.2.2.2. MPS part number
 - 16.2.2.2.1. Include the part description with the part number in human readable field only
 - 16.2.2.3. The **total quantity shipped** in the MPS unit of measure
 - 16.2.2.3.1. If shipping a part against more than one purchase order a master bar code for each purchase order is required

17. Press Ready Sheet Stock

17.1. Packaging (reference illustration #3 on page 13)

- 17.1.1. The length and width of the skid must be the same size of the stock with no overlap and no more than ½" under lap.
- 17.1.2. The minimum skid height is 46", maximum height is 48" overall including the skid.
- 17.1.3. Runners to run in the short direction of the skid.
- 17.1.4. Skid Type to be 2-way entry.
- 17.1.5. Skid top required to protect paper
- 17.1.6. Each skid to be wrapped for protection and banded for safety
- 17.1.7. One product number per skid

17.2. Bar Codes (reference example on page 11)

- 17.2.1. **Skid labels** - Each skid must be labeled on the front and side with the following human readable and bar coded information
 - 17.2.1.1. MPS purchase order number
 - 17.2.1.2. MPS part number
 - 17.2.1.2.1. Include the part description with the part number in human readable field only
 - 17.2.1.3. Total skid quantity in the MPS unit of measure
 - 17.2.1.4. Lot Number
- 17.2.2. **Master Label** - Attached to one of the skids, each shipment must include in an envelope clearly marked "*Shipping Documentation*" a packing list, bill of lading (not required if you are using your own truck), the materials certificate of conformance (if applicable), and a master bar code label for **each part** shipped with the following human readable and bar coded information
 - 17.2.2.1. MPS purchase order number
 - 17.2.2.2. MPS part number
 - 17.2.2.2.1. Include the part description with the part number in human readable field only
 - 17.2.2.3. The **total quantity shipped** in the MPS unit of measure. If shipping a part against more than one purchase order a master bar code for each purchase order is required



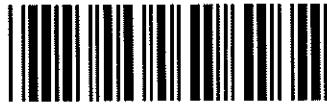

18. Roll stock (reference illustration #4 & 5 on page 14)

18.1. Packaging

- 18.1.1. Pallet length 46" – 48"
- 18.1.2. Pallet width 40" – 42"
- 18.1.3. Prefer a 2-way entry pallet.
- 18.1.4. Pallet size for color HIPS stock is 32" width.
- 18.1.5. Runners to run the length of the pallet.
- 18.1.6. Height not to exceed 60" including pallet.
- 18.1.7. Pallet to be wrapped for protection and product secured to pallet for safety.
- 18.1.8. Maximum roll diameter not to exceed 40" unless otherwise stated on the purchase order.
- 18.1.9. Cores to be 3" unless otherwise stated on the purchase order.
- 18.1.10. Rolls greater than 20" O.D. to be loaded in the rolling position unless otherwise stated on the purchase order.
- 18.1.11. Rolls with a 20" O.D. or less to be packed on a pallet in rolling position side by side in two rows.
Reference page 15, illustration #6.




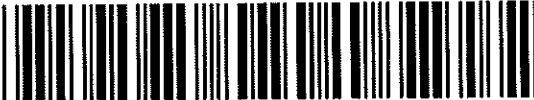
18.2. Bar Codes (reference example on page 12)

- 18.2.1. Roll Label - Each roll must be labeled on the front, avoiding the lead edge of the roll in a viewable location, with the following human readable and bar coded information
 - 18.2.1.1. MPS purchase order number
 - 18.2.1.2. MPS part number
 - 18.2.1.2.1. Include the part description with the part number in human readable field only
 - 18.2.1.3. Total roll quantity in the MPS unit of measure
 - 18.2.1.4. Lot number
- 18.2.2. **Skid labels** - Each skid must be labeled on the front and side with the following human readable and bar coded information
 - 18.2.2.1. MPS purchase order number
 - 18.2.2.2. MPS part number
 - 18.2.2.2.1. Include the part description with the part number in human readable field only
 - 18.2.2.3. Total skid quantity in the MPS unit of measure
 - 18.2.2.4. Lot number
- 18.2.3. **Master Label** - Attached to one of the skids, each shipment must include in an envelope clearly marked "*Shipping Documentation*" a packing list, bill of lading (not required if you are using your own truck), the materials certificate of conformance (if applicable), and a master bar code label for **each part** shipped with the following human readable and bar coded information
 - 18.2.3.1. MPS purchase order number
 - 18.2.3.2. MPS part number
 - 18.2.3.2.1. Include the part description with the part number in human readable field only
 - 18.2.3.3. The **total quantity shipped** in The MPS unit of measure
 - 18.2.3.3.1. If shipping a part against more than one purchase order a master bar code for each purchase order is required

VENDOR NAME AND ADDRESS		
PO # A9999 		
#12 20x27 38 GA MAILERS PART: R99995 		
QTY: 1200 		
LOT # 12345678 		
MATERIAL: WHITE OFFSET	COLOR: BLUE WHITE	FINISH: DULL
GAUGE/WEIGHT 60#	WIDTH/SIZE 24X36	
< VENDOR INFORMATION HERE >		





CARTON PACKED MATERIAL SECTION 14.2. & 15.2

1. The only difference between a carton and skid label is the quantity.
2. The only difference between a carton and master label is quantity and no need to enter a lot number.

PO # A9999 
White Pixie Sticks PART: R99999 
QTY: 100 
LOT # 12345678 



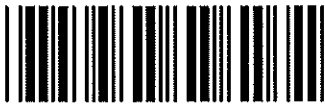

CARTON PACKED MATERIAL FOR RESALE BY MPS SECTION 15.2.1.5

1. The only difference between a carton and skid label is the quantity.
2. The only difference between a carton and master label is quantity and no need to enter a lot number.
3. **PLEASE NOTE: DO NOT ENTER YOUR COMPANY NAME AND ADDRESS ON THE CARTON LABEL!**

VENDOR NAME AND ADDRESS		
PO # A9999 		
60# 24x36 WHITE OFFSET PART: R99998 		
QTY: 6500 		
LOT # 12345678 		
MATERIAL: WHITE OFFSET	COLOR: BLUE WHITE	FINISH: DULL
GUAGE/WEIGHT 60#	WIDTH/SIZE 24X36	
< VENDOR INFORMATION HERE >		

FLAT PAPER STOCK - SKID PACKED AND PRESS READY SHEET STOCK SECTION 16.2 & 17.2

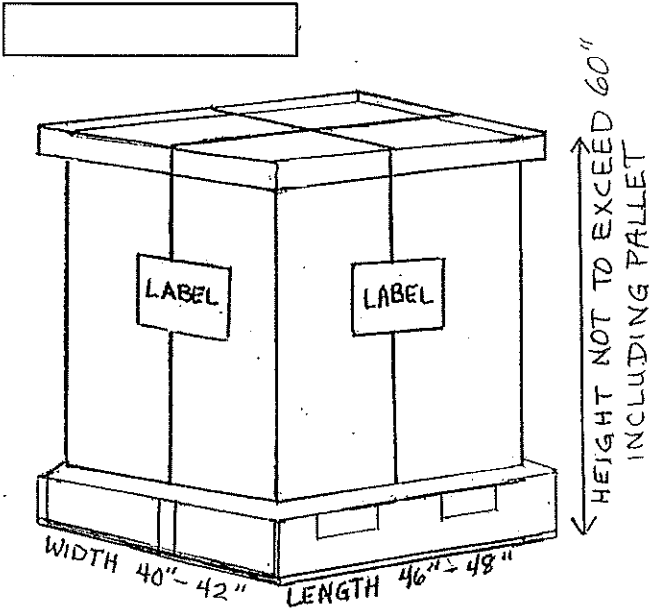
1. The only difference between a skid and master label is quantity and no need to enter a lot number.

VENDOR NAME AND ADDRESS		
PO # A9999 		
6.735 FASGLOSS/S727/50# LN/SPEC #12045 PART: R99999 		
QTY: 1000 		
LOT # 12345678 		
MATERIAL: FASGLOSS GUAGE: 60#	COLOR: WHITE WIDTH: 6.375	FINISH: GLOSS LENGTH: 500
< VENDOR INFORMATION HERE >		

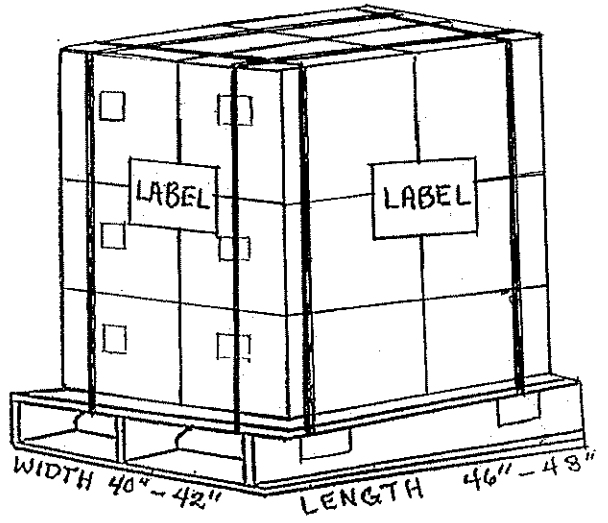
ROLL STOCK BAR CODE LABEL SECTION 18.2

- 1) The only difference between a roll and skid label is the quantity.
- 2) The only difference between a skid and master label is quantity and no need to enter a lot number.

ILLUSTRATION #1 →
CARTON PACKED
MATERIAL SECTION #15



← NOT TO EXCEED 60" →
INCLUDING PALLET



← ILLUSTRATION #2
FLAT PAPER STOCK
SECTION #16

ILLUSUSTRATION #3 →
PRESS READY SHEET STOCK
SECTION #17

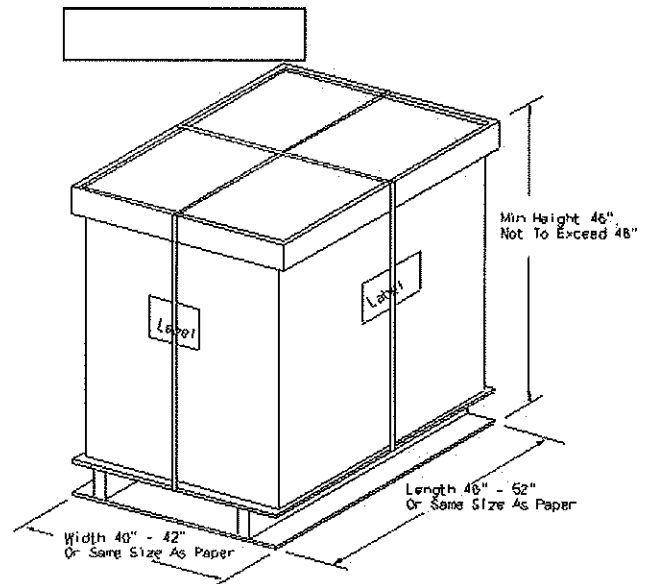
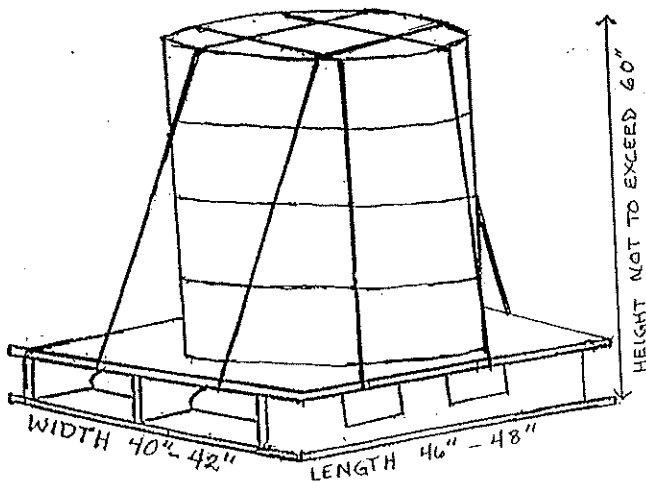
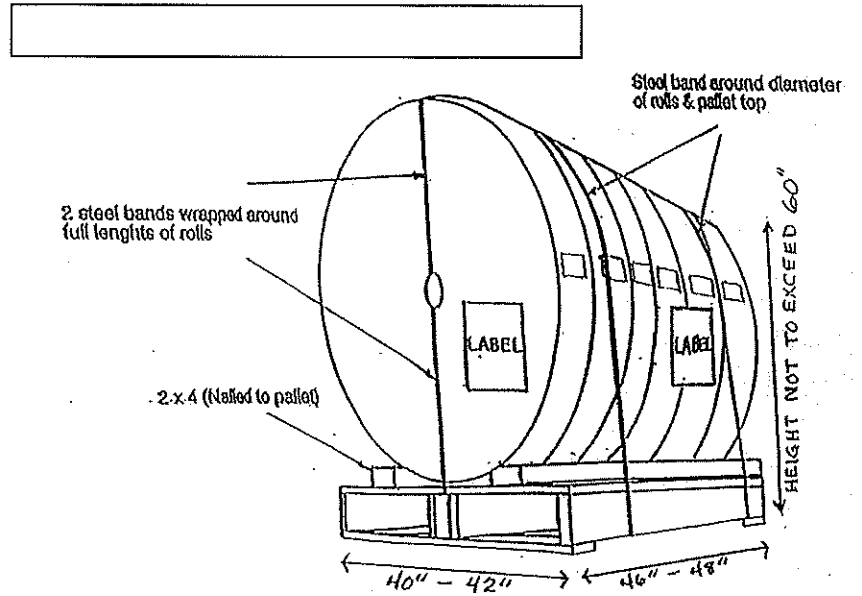


ILLUSTRATION #4 →
ROLL STOCK
ROLL STOCK SECTION #18
ROLLING POSITION



← ILLUSTRATION #5
ROLL STOCK SECTION #18
DO NOT USE UNLESS
AUTHORIZED BY THE APPROPRIATE
JHC BUYER
POKER CHIP

Up to 20" OD Rolls

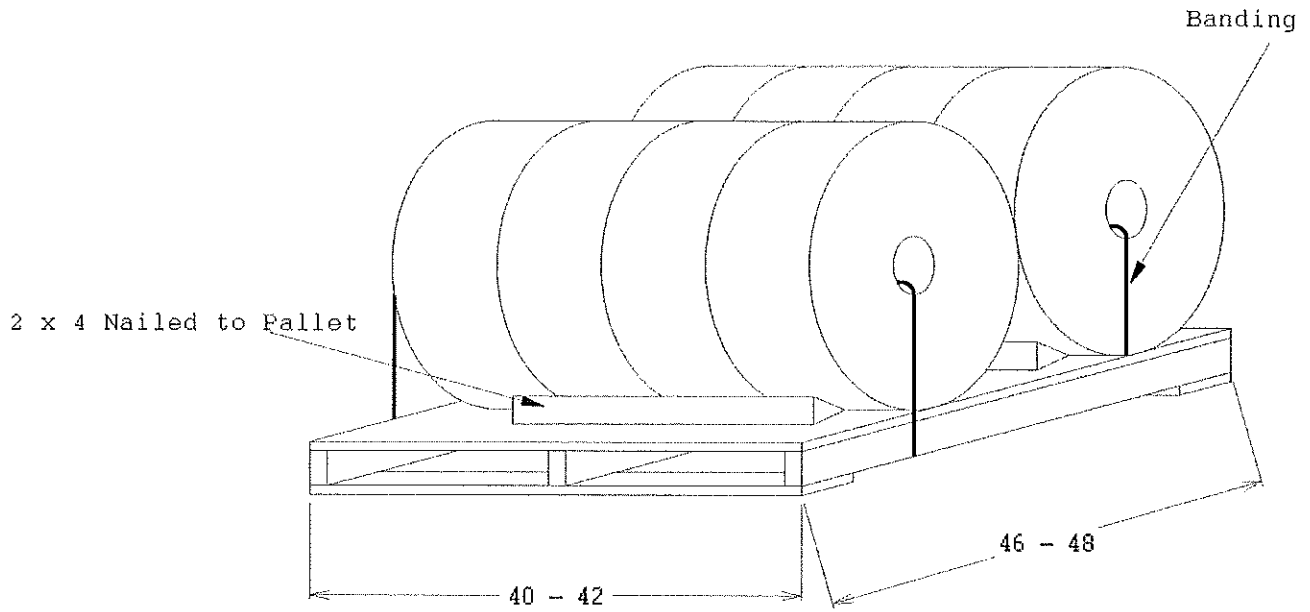


ILLUSTRATION #6
ROLL STOCK
SECTION #18.1.10
20" O.D. OR LESS

EXAMPLE OF A C.O.C. SECTION 8

(8.1.1.1) Company Name: ABC COMPANY
Address: 123 FIRST STREET
ANYWHERE, USA 45678

(8.1.1.2) Certificate of Conformance

(8.1.1.7) Ship Date: 4/4/05

(8.1.1.5) MPS PO Number: A12345

(8.1.1.4) Lot Number: D05696241354

(8.1.1.6) MPS Part Number: R12345

(8.1.1.6) Product Description: 24X36 22PT CIS SBS

(8.1.1.3) I hereby certify that the above product has been manufactured and evaluated according to our standard test procedures and that it conforms to our product specification requirements.

(8.1.1.8) Name: Adam Jones
(8.1.1.8) Title: Quality Manager