

Motion's Supplier Shipment and Packaging Standards



VISION

Continually earn our place as the premier industrial solutions company by:

Providing the preferred
customer experience

Energizing our
talent

Delivering stakeholder
value

CORE VALUES

Fair

Ethical

Inclusive

Invested

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ADVANCED SHIPPING NOTICE (ASN)

PO Acknowledgement (POA):

Motion requires all purchase orders to be acknowledged via EDI. Automated Purchase Order Acknowledgements reduce time consuming and costly reconciliation issues between both organizations. Variations to the Motion purchase order will be identified immediately upon receipt of the PO Acknowledgment, enabling the Procurement team to address any outliers with Suppliers prior to the PO being invoiced and shipped.

The EDI Acknowledgement must include below:

- Automated acknowledgement confirming receipt of a purchase order via EDI.
- Confirm initial fulfilment volumes against purchase order requirements.
- Report outliers on all pricing, part number, barcode mismatches.
- Highlight order variations, such as insufficient quantities and items placed on backorder.

Advanced Shipping Notice:

PO Acknowledgement is followed closely by the Advanced Shipping Notice (via EDI) to Motion. ASN's are an electronic notification of invoiced shipments at PO line detail, dispatched and soon to be delivered goods to Motion DC's and FC's. Suppliers will be required to accompany the ASN with SSCC labeled cartons/pallets, ensuring the shipment and individual products can be tracked and moved through the supply chain in a fast and efficient manner.

The ASN must include:

- PO number & SSCC barcode number.
- Date the order will ship from Supplier facility.
- Transport unit details (pallet/carton qty) and/or dimensions.
- Carrier's tracking number and SCAC code (BOL number included for truckload shipments).
- Product codes being shipped and the fulfillment quantity.
- The full address of the origin location.

PURCHASE ORDERS			DISPATCH / DELIVERY
Customer	1. Send Order	3. Receive Order Receipt	5. Receive & Purchase POA
	2. Receive Order and Send Order Receipt	4. Manage Order and Send POA	7. Receive Dispatch Advice (ASN)
Supplier	6. Prepare Delivery and Send Dispatch Advice (ASN)		

DOCUMENTATION

Delivery Documentation:

Deliveries into the Motion Distribution and Fulfillment Centers must always be accompanied by suitable paperwork. A DC will require only the following documents:

- At least one copy of the Invoice/Packing Slip.

Supplementary paperwork will not be required and can introduce delays to the receiving process. In the interests of an efficient process, please limit paperwork to the essential items and do not seal envelopes where used.

Some additional documentation will be required for Dangerous Goods, International Containers, Cross-Dock loads and Chain of Responsibility.

Hazardous/Dangerous Goods:

Suppliers (or carriers as a nominee) are responsible for compiling and providing all required Dangerous Goods information/documentation for each inbound delivery. A Safety Data Sheet (SDS) must be sent through to the item creation before the first delivery of any new dangerous goods product (after which they will be kept on file on the Motion ERP system).

- Confirm with the product SDS whether the goods require any special packaging/handling/labeling.
- Any additives on the parts or within the package for temporary corrosion inhibition must be approved prior to usage by Motion.
- Any corrosion inhibiting measure must be compatible with mating assemblies if the additive is to remain on the part.
- All goods that are classified as hazardous for transport must be labeled with the corresponding warning label. Please check with your local authorities for full transport label, packaging and documentation requirements before distributing these.
- Dangerous goods must be transported according to all relevant legislation for each jurisdiction you are transporting in.

PACKAGING REQUIREMENTS

Trade Unit Condition & Suitability:

- Fit-for-purpose: Packaging should be designed to meet market and consumer needs, while minimizing net impact in a cost-effective way.
- Resource efficiency: Packaging should be designed to minimize the use of materials and other resources without compromising product quality and safety.
- Low-impact materials: Packaging should be designed to minimize the environmental and social impact of materials and components. Materials should be selected on science and incorporate a whole-of-lifecycle approach.
- Resource recovery: Packaging should be designed to maximize its potential for recovery and recycling and to minimize the environmental and social impacts of its disposal.

Product will not be accepted if it exhibits signs that:

- The product is likely to be unsellable.
- The product is likely to be unsafe.
- The trade units are wet, moisture-affected, or unsanitary.
- The trade units cannot be handled safely.
- The trade units are over acceptable weight limits without being appropriately labeled.
- The trade units cannot be identified and/or do not carry acceptable barcodes.
- Multiple trade units have open flaps or open perforations.
- The trade units are leaking, or the trade units are crushed (beyond a reasonable degree of non-critical compression).
- It does not meet required labeling standards as set out in this document.



PACKAGING REQUIREMENTS

DC Delivery Packing Requirements:

- All Inner & Outer cartons must be full. Do not ship any carton less than 100% capacity without permission from the Supply Chain team.
- All carton markings / barcodes should be visible from the pallet edge.
- Part numbers must be printed on all pickable cartons/units.
- All non-mixed cartons must have a barcode and a part number on them that is human readable.
- Hazardous substances and dangerous goods separation rules must be followed in all instances.

Segregation – Dangerous Goods:

Segregation applies to means of transport (MOT). The intention for dangerous goods include:

- Incompatible substances must not be combined in the same packaging or container.
- Packages containing substances that are incompatible should at times be isolated from each other within the same means of transport.



PACKAGING REQUIREMENTS



Palletization Recommendations:

The criteria below applies to Standard pallets entering the Motion DC and FC network:

- All boards intact and secured to bearers; lead boards flush with bearer ends.
- No broken, cracked, loose or missing boards and without any protruding nails.
- No signs of decay due to weather conditions.
- Free from foreign objects: soil, oils, chemicals, powders, or other contaminants.

Stacking Product on Pallet:

- Pallet configuration must optimize pallet space to improve supply chain efficiencies.
- Product Codes or Barcodes should be clearly visible and face the exterior of the pallet. It is imperative that no product overhangs the pallet.
- Each layer should face the opposite direction to the one before to provide extra stability. An unsteady pallet of stock can pose a significant safety risk to anyone handling it.



PACKAGING REQUIREMENTS

Pallet Security:

Motion does not stipulate that every inbound pallet be stretch-wrapped (the requirement is instead that every inbound pallet must be made safe, stable and secure). When pallets are being wrapped, this must be done in a safe, compliant and consistent manner.

Where strapping is required, please ensure that it is rated appropriately and applied in the correct consistency to allow the product to travel safely and intact through the supply chain without causing excessive compression and crushing to the product or cartons.



LABELS

Shipping Labels:

Motion requires all transport units (cartons/skids/pallets) to be clearly marked with a shipping label applied. The standard size of shipping labels is 4 x 6 inches (10 x 15cm). Label placement should be applied on the side of the package with the largest and most visible surface. Any old labels/barcodes on a used box should be removed or crossed out.

Please ensure all cartons/deliveries are labeled with the following information:

- DC delivery address
- Supplier name and/or address
- PO number(s)
- Carrier information
- Content if one SKU
- Number of carton within shipment
- SSCC barcode



FROM: SUPPLIER	CARRIER: LTL Carrier
SSCC: 0	CON NOTE: 68013579
2468013579	
PO: 12345678	B/L: LTLC- 345678
MI P/N:	87654321
SUPPLIER P/N:	110V2PL-LGHT
DESCRPTION:	110V 2 POLE LIGHT
TTL INNER CTNS:	8 CTNS
TTL UNITS:	24 UNITS
GROSS WEIGHT:	24 LBS
CARTON DIMS:	60 X 40 X 30 IN
CARTON NO:	1 OF 2
<div>EXAMPLE ONLY</div> <div>(00) 0 1111111 1111111</div>	

LABELS

Additional Labeling:

Human readable (as opposed to machine readable e.g. barcodes) information on trade units must be in English. The following requirements must be printed (not handwritten) on at least two adjacent sides of every level of trade item packaging:

- Dates of expiry or best before. (If applicable)
- Supplier details and/or Brand name.
- Quantity of retail units within. (This is to be done at each level of packaging)
- Total gross weight of the trade item.
- Warning and advisory symbols or labels.
- Hazardous labeling.
- Bulky/Heavy labeling.
- Any ambient product holding temperature.
- Recycling logo to assist with disposal. (If applicable)



PRODCUT MASTER DATA

Motion Item Database Requirements:

All products supplied to Motion require specific data to be able to order, store, pick, transport, merchandise and sell product. The following information required by Motion is mandatory and includes the following but is not limited to:

- Preferred Data Format is PPIF
 - Required Fields
 - EDP (Clean Manufacture's Part Number)
 - Product Description
 - Net Price
 - UOM that matches Net Price
 - Regional Currency
 - Recommended Fields
 - Image URL
 - Product Extended Description
 - UPC Code if provided
 - Minimum Order Quantity
 - Order Increment Quantity
 - Manufacture Product Group Code
 - Case Pack Quantity
 - List Price if provided
 - Volume Based Pricing
 - Model Number if applicable
- Product Category Hierarchy
- Brand
- Individual Package Dimensions (Length/Width/Height) imperial
- Individual Package Weight imperial
- Case Package Dimensions (Length/Width/Height) if provided imperial
- Case Package Weight imperial
- ECCN
- UNSPSC Code
- COO – Country of Origin
- HTS – Harmonization Code
- Superseded, Substitute and Obsolete Items
- Stock Item
- Return Item
- Estimated Lead Time
- MSDS information
- Expiration Date

Please note when changes like that of above to the original part occur; Motion must be notified immediately. Please contact your representative to discuss further. In some cases, a new part number may need to be created.

BARCODES

Barcode Requests:

Motion requires all items come with a scannable UPC barcode.

SSCC Barcodes:

Serial Shipping Container Code (SSCC) barcodes have been introduced to support Advanced Shipping Notices (ASN). The SSCC barcodes exist within the shipping label on transport units (cartons/pallets) and are crucial for traceability, order management and receipting deliveries efficiently. The ASN is linked electronically to the SSCC barcode (18-digit number) ensuring the shipment information can be shared. Each shipment/transport unit requires a unique SSCC label.



BARCODES

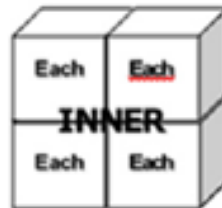
Levels of Barcodes we require:

We require barcodes for all levels of packaging where it refers to only one SKU within. If the quantities ordered do not allow for a complete outer carton, then a MIXED carton may be used and must be marked MIXED.

If you require any more information, please feel free to contact one of the Supply Chain team here at Motion.



- Each item must have at least 1 UPC barcode applied.



- Each Inner Carton must contain the same SKU and have a UPC barcode applied.



- If the Outer Carton contains only 1 kind of SKU, then it can have a UPC barcode applied.

