**Similac Mailed-to-Home Kits Packaging and Shipping Instructions**

**General information related to inserts:**

**Identification:**

- A unique identifier (Unique ID#), assigned as: Q1: HF86606; Q3: HF86607, must appear on master cartons and packing slips.

-Lot #’s, assigned as: Q1: HFQ12023’ Q3: HFQ32023, must appear on master cartons and packing slips.

- Used as cross reference at RRD for material identification, confirmation / match to artwork.

**Shipping Information:**

**Shipping address:**

- RR Donnelley

1600 Disk Drive

Plover, WI 54467

Attn: Receiving Department

715-343-6963

**Receiving hours:**

- A delivery appointment MUST be scheduled at least 24 hours in advance.

- Unscheduled deliveries run a likelihood of being rejected.

- Monday through Friday 7:00 AM until 4:00 PM except holidays

- Call 715-343-6963 to schedule appointment.

**General packaging requirements:**

- Each master shipper carton must not exceed a maximum weight of 25 lbs.

- Each shipper carton must have a shipper label (label requirements described below)

- Contents within shipper cartons can either be packed in loose, or shrink wrapped. Desire is to ensure parts are contained securely to ensure no freight damage. If parts are shrink wrapped, consistent number applied (50 or 100 piece bundles).

- Only one item number per shipper carton.

**Shipping via freight delivery (FedEx, UPS, etc.)**

- Each shipper carton must not exceed a maximum weight of 25 lbs.

- Each shipper carton must have a shipper label (label requirements described below)

- Multiple cartons of each insert version to include a packing list.

**Shipping via LTL / dedicated carrier**

- Pallet size = 48” x 40”

- Each shipper carton must not exceed a maximum weight of 25 lbs.

- No mixing of insert versions on pallets.

- Recommend pallets of finished product are shrink wrapped to minimize movement during transit.

**Labeling requirements:**

- Information below can be supplied either on a label or pre-printed on carton. All information must be displayed in human readable format.

o Customer Name

o Item Description

o Carton weight

o Lot Number (assigned by TMS)

o Unique ID #, and preferably also in code 39 barcode.

o Total quantity per carton, and preferably also in code 39 barcode.

o Lot number, and preferably also in code 39 barcode.

o If applicable, expiration date, and preferably also in code 39 barcode.

- If a partial quantity in carton, identify as partial carton.

- No mixing of insert versions or Lots within individual cartons.

- Labeling over existing labels is not preferred.

*\* NOTE: Code 39 (or STD-128) barcodes are recommended to facilitate material receipt and internal handling. If barcodes cannot be printed, then we will have to do receipts / movements manually. Not ideal, but possible*.

**Packing Slip Information:**

- A Packing List must accompany all shipments.
- A packing slip can be inserted into the top corner box of a skid and the box must be clearly marked as “Packing Slip Enclosed”.
- The packing slip must contain the following information:

* Supplier Name
* RR Donnelley PO Number (i.e. 9002100)
* Unique ID #, Customer Part Number or Supplier Part Number
* Revision Level- *for the P/N of the entity (Supplier or Customer) that owns the DMR (Device Master Record). N/A for Commodity items.*
* Supplier Lot Number
* Item Description (i.e. Carton, Getting Started Guide)
* Quantity per box
* Total Quantity per shipment

**Packaging Consistency**

- All items shipped should maintain unified and consistent packaging specifications for bundle size and carton count.

- Any delivery of a particular SKU needs the following:

* A consistent bundle qty (i.e. 50 to a pack)
* b. A consistent carton count qty. (i.e. same # of packs to a case).
* This does not hold true for any partial case quantity that may exist at the end of the packing process. Those are acceptable as is, but must be marked as a partial case.

**Palletization**

- If a shipment is palletized:

* 48” x 40” four-way pallet is required.
* Maximum height of 48 inches
* No chemically treated pallets.
* Pallet weight not to exceed 2,000 pounds.

- Mixed pallets must be clearly identified as a mixed pallet.

* There must be a clear definition of division between part numbers with a divider between each section.
* Each box must contain a separate part number. **DO NOT** put multiple items or multiple supplier lots in the same box.

**Bill of Lading**

-Bill of Lading is required on all Truck Shipments. The Bill of Lading must contain the following information:

* Total Number of Pallets
* Total Number of Cartons
* Total Weight of Shipment

**Compliance**

-Failure to comply with any or all of the above instructions may result in the inserts being rejected, and the Customer may be required to pick up and rework or replace the inserts.

***Rev. 9/26/19***