

SHIPPING/PACKING INSTRUCTIONS

INSTRUCTIONS FOR PREPARING SHIPMENTS TO GENERAL ELECTRIC
(DO NOT DESTROY - ROUTE AND MAINTAIN IN YOUR SHIPPING DEPARTMENT)

NOTE: REFERENCES TO FIGURES ARE ON:

"SUPPLEMENT TO STANDARD REMARK E12"

WHICH CAN BE OBTAINED FROM THE GE CONTRACT ADMINISTRATOR.

1. MARKING

- A. CONSIGNMENT ADDRESS AS IDENTIFIED ON THE CORRESPONDING PURCHASE ORDER IS TO BE PLACED ON THE TOP OR SIDE OF ALL CONTAINERS.
- B. IDENTIFICATION MARKINGS: CAPITAL LETTERS OF EQUAL HEIGHT NOT LESS THAN 1/2" NOR MORE THAN 1" ARE TO BE PLACED ON ONE END AND ON ONE SIDE OF ALL CONTAINERS. THESE MARKINGS SHOULD BE ARRANGED IN A MANNER WHICH ENSURES THAT OPENING AND CLOSING THE CONTAINER WILL NOT CAUSE LOSS OR DAMAGE TO THE IDENTIFICATION. IDENTIFICATION MARKING SHOULD BE PLACED NOT LESS THAN ONE INCH FROM THE TOP EDGE OF THE CONTAINER.

INFORMATION REQUIRED ON EACH CONTAINER. (SEE FIGURE 1)

-- PURCHASE ORDER NUMBER

-- P.O. ITEM NUMBER

-- PART NUMBER

-- QUANTITY IN CONTAINER

-- TOTAL QUANTITY OF SHIPMENT

-- CONTAINER # ___ OF ___ (SEE 6 - MULTIPLE CONTAINERS)

-- PACKING LIST NUMBER

-- WEIGHT OF BOX

- C. MARKING MEDIA COLOR SHOULD CONTRAST THE CONTAINER COLOR.
- D. NEAT LEGIBLE HANDWRITTEN MARKINGS OF THE SAME SIZE ARE ACCEPTABLE.
- E. PRECAUTIONARY AND HANDLING REQUIREMENTS SHALL BE APPLIED AS REQUIRED.
- F. PARTS ON SKIDS WHICH ARE NOT BOXED OR CRATED SHOULD BE IDENTIFIED USING LABELS VISIBLY LOCATED. (SEE 3)
- G. ALL RETURNABLE CONTAINERS MUST BE IDENTIFIED AS "RETURNABLE".
- H. INTERNATIONAL AND DOMESTIC SHIPMENTS REQUIRE "COUNTRY OF ORIGIN" IDENTIFICATION ON THE OUTSIDE OF EACH UNIT, INTERMEDIATE AND EXTERIOR CONTAINER. THE REQUIRED FORM FOR DISPLAYING THIS IDENTIFICATION IS:

"MADE IN (COUNTRY OF ORIGIN)"

2. EXTERIOR PACKAGING MARKING

(SPECIAL REQUIREMENTS FOR RADIOACTIVE MATERIAL AND AGE CONTROL)

- A. IN ADDITION TO NORMAL MARKING FOR TRANSPORTATION/RADIOACTIVE MATERIAL AND AGE CONTROL; BOTH INTERIOR AND EXTERIOR PACKAGING SHALL BE MARKED WITH THE FOLLOWING INFORMATION:

- GE PART OR ASSEMBLY IDENTIFICATION NUMBER
- NAME OF MANUFACTURER
- MADE IN ____ (COUNTRY OF MANUFACTURE)
- SERIAL NUMBER(S) (IF MARKED ON ITEM(S))
- DATE OF MANUFACTURE (IF MARKED ON ITEM(S))

3. USE OF LABELS

- A. TYPED OR HANDWRITTEN LABELS SHOULD BE PLACED ON CONTAINERS AND POSITIONED ON ONE SIDE AND ONE END.
- B. LABELS SHOULD BE OF ADEQUATE SIZE BUT NOT LESS THAN 3" BY 5".

4. PACKING LIST

- A. INCLUDE TWO COPIES OF THE PACKING LIST WITH EACH SHIPMENT INCLUDING CERTIFICATIONS, INSPECTION REPORTS AND RESIDENT RELEASE FORMS WHEN REQUIRED.
- B. THE ORIGINAL SHOULD BE PLACED IN A WATERPROOF ENVELOPE AND SECURED TO THE MARKED END OF CONTAINER ONE (1).
- C. THE SECOND COPY OF THE PACKING LIST SHOULD BE PLACED INSIDE OF CONTAINER ONE (1).
- D. FIBERBOARD CONTAINERS SHOULD HAVE THE WATERPROOF ENVELOPE ATTACHED SECURELY TO THE OUTSIDE WITH TAPE.
- E. FUNCTIONAL TEST REPORTS ARE TO BE PLACED WITH THE APPROPRIATE COMPONENT. (CONTROLS AND ACCESSORIES ITEMS)
- F. THE PACKING LIST SHOULD CONTAIN THE FOLLOWING MINIMUM INFORMATION: (CIRCLING THIS INFORMATION IS RECOMMENDED)

- PURCHASE ORDER NUMBER
- PURCHASE ORDER ITEM NUMBER
- PART NUMBER
- TOTAL QUANTITY SHIPPED
- RELEASE AUTHORIZATION (WHEN REQUIRED)
(IDENTIFY IF AN OPEN CASE RECORD APPLIES)
- PACKING SLIP IDENTIFICATION NUMBER
- SUPPLIER NAME AND DATE SHIPPED

- G. WHEN BANDED/STRAPPED OR SHRINK WRAPPED MULTIPLE CONTAINERS ARE SHIPPED, THE PACKING LIST MUST BE ACCESSIBLE WITHOUT UNBANDING THE SHIPMENT.

5. DRAWINGS, TEST SAMPLES AND ADDITIONAL DOCUMENTS

- A. DRAWINGS, CERTIFICATES AND ADDITIONAL DOCUMENTATION SHALL BE PLACED INSIDE THE TOP OF CONTAINER ONE (1).
- B. BOXES CONTAINING DOCUMENTS SHOULD BE MARKED TO IDENTIFY THAT THE MATERIAL IS INSIDE.
E.G. ("DRAWINGS/TEST SAMPLES ENCLOSED")

C. INCLUDE CERTIFICATIONS AND TEST REPORTS INSIDE CONTAINER ONE (1) IF THESE ARE TOO BULKY FOR THE PACKING LIST ENVELOPE.

6. MULTIPLE CONTAINERS

A. MULTIPLE CONTAINER SHIPMENTS CONTAINING THE SAME PART NUMBER, P.O. NUMBER AND P.O. ITEM NUMBER IDENTIFIED ON THE SAME PACKING LIST MUST BE STRAPPED/BANDED OR SHRINK WRAPPED TOGETHER ON ONE SKID OR SHIPPING PALLET. (SEE FIGURE 3)

B. EACH P.O. ITEM NUMBER MUST BE PACKED SEPARATELY AND EACH PACKAGE MUST DISPLAY THE INFORMATION AS LISTED IN 1B ABOVE.

C. THE BILL OF LADING SHALL BE NOTED ("SEPARATION OF BANDED OR WRAPPED SKIDS DURING TRANSIT IS NOT ALLOWED")

D. THE OUTSIDE OF THE CONTAINER/SHIPMENT SHALL BE MARKED IN BOLD LETTERS: "DO NOT SEPARATE THIS SHIPMENT"

7. OVERPACKED CONTAINERS

A. SINGLE CONTAINERS (1 OF 1) EACH IDENTIFIED SEPARATELY BY DIFFERENT PART NUMBERS AND WITH INDIVIDUAL P.O. NUMBERS, P.O. ITEM NUMBERS AND SEPARATE PACKING LISTS MAY BE PLACED IN AN OVERSIZE CONTAINER WHEN THE SIZE OF THE INDIVIDUAL BOXES PERMITS.

B. THE OUTSIDE OF THE CONTAINER MUST DISPLAY ALL OF THE P.O. NUMBERS, P.O. ITEM NUMBERS AND PART NUMBERS CONTAINED IN THE OVERPACKED BOX. (ITEMS 1 AND 2 ABOVE APPLY)

8. GENERAL INSTRUCTIONS

A. PARTIAL RELEASE MATERIAL MUST BE PACKAGED SEPARATELY AND IDENTIFIED ON A SEPARATE PACKING LIST.

B. METHODS OF HANDLING, MOVING AND TRANSPORTING PACKAGES SHOULD ENSURE THAT SHIPMENTS ARRIVE AT GENERAL ELECTRIC UNDAMAGED. LEVEL OF PACK A, B OR C - NAS855/MIL-STD-2073.

C. SINGLE CONTAINERS WEIGHING OVER 150 POUNDS MUST BE EQUIPPED FOR MOVEMENT BY FORK TRUCK.

D. CORRUGATED CONTAINERS 10" X 10" X 10" OR SMALLER CANNOT WEIGH MORE THAN 25 LBS EACH.