

SHIPPING/PACKING INSTRUCTIONS  
REQUIREMENT E12

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

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" ARE TO BE PLACED ON ONE END AND 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 P.O. ITEM CONTAINER.

- PURCHASE ORDER NUMBER
  
- PURCHASE ORDER ITEM NUMBER
  
- PART NUMBER
  
- QUANTITY IN CONTAINER
  
- TOTAL QUANTITY OF SHIPMENT
  
- CONTAINER # \_\_\_ OF \_\_\_ (SEE 6 - MULTIPLE CONTAINERS)
  
- PACKING LIST NUMBER
  
- WEIGHT OF CONTAINER (IN CHARACTERS 1 1/2" IN HEIGHT)

- 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 USE OF LABELS)
  
- 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. SEE 19 USC 1304. THE REQUIRED FORM FOR DISPLAYING THIS IDENTIFICATION IS:

"MADE IN (COUNTRY OF ORIGIN)"

IN THE CASE OF "KITS" WHERE INDIVIDUAL KIT COMPONENTS WERE MADE IN DIFFERENT COUNTRIES, THE COUNTRY OF ORIGIN MUST BE SHOWN FOR EACH SEPARATE PART NUMBER.

- 2. EXTERIOR PACKAGING MARKING FOR RADIOACTIVE MATERIAL AND ITEMS HAVING A SHELF LIFE
  - A. IN ADDITION TO NORMAL MARKING FOR TRANSPORTATION/RADIOACTIVE MATERIAL AND SHELF LIFE CONTROL, BOTH INTERMEDIATE 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. BAR CODE LABELS ARE THE PREFERRED METHOD OF IDENTIFYING SHIPMENTS TO GEAE. FOR DETAILS ON THE GEAE APPROVED BAR CODE LABEL, REFER TO THE GEAE MANUAL "SOURCING AND RECEIVING BAR CODE SHIPPING LABEL INSTRUCTIONS"
- B. IF TYPED OR HANDWRITTEN LABELS ARE USED THEY SHOULD BE PLACED ON CONTAINERS AND POSITIONED ON ONE SIDE AND ONE END. LABELS SHOULD BE OF ADEQUATE SIZE BUT NOT LESS THAN 3" BY 5".

4. PACKING LIST

- A. INCLUDE ONE COPY OF THE PACKING LIST WITH EACH SHIPMENT INCLUDING CERTIFICATIONS, INSPECTION REPORTS AND RESIDENT RELEASE FORMS FROM THE DSQR WHEN REQUIRED.
- B. THE ORIGINAL SHOULD BE PLACED IN A WATERPROOF ENVELOPE AND SECURED TO THE MARKED END OF CONTAINER ONE (1).
- C. THE COPY OF THE PACKING LIST SHOULD BE PLACED INSIDE OF CONTAINER ONE (1).
- D. CONTAINERS SHOULD HAVE THE WATERPROOF ENVELOPE ATTACHED SECURELY TO THE OUTSIDE.
- E. FUNCTIONAL TEST REPORTS, WHEN REQUIRED, ARE TO BE INCLUDED WITH THE PACKING LIST FOR THE APPROPRIATE COMPONENT.
- F. THE PACKING LIST OR BAR CODE LABEL SHOULD CONTAIN THE FOLLOWING MINIMUM INFORMATION:
  - 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
- 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). THIS INCLUDES FUNCTIONAL TEST REPORTS WHEN THEY ARE TOO BULKY FOR THE PACKING LIST ENVELOPE.
- B. BOXES CONTAINING DOCUMENTS SHOULD BE MARKED TO IDENTIFY THAT THE MATERIAL IS INSIDE.  
E.G. ("DRAWINGS/TEST SAMPLES ENCLOSED")

6. MULTIPLE CONTAINERS

- A. MULTIPLE CONTAINER SHIPMENTS CONTAINING THE SAME PART NUMBER, P.O. NUMBER AND P.O. ITEM NUMBER IDENTIFIED ON THE SAME BAR CODE LABEL OR PACKING LIST MUST BE STRAPPED/BANDED OR SHRINK WRAPPED TOGETHER ON ONE SKID OR PALLET. IF BAR CODE SHIPPING LABELS ARE BEING USED SEE "SOURCING AND RECEIVING BAR CODE LABEL INSTRUCTIONS"
- 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 ANNOTATED ("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. P.O. ITEM CONTAINERS HAVING SEPARATE PACKING LISTS MAY BE PLACED IN AN OVERSIZE CONTAINER.
- 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.

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.
- C. SINGLE CONTAINERS WEIGHING OVER 50 POUNDS MUST BE EQUIPPED FOR MOVEMENT BY FORK TRUCK.
- D. CORRUGATED FIBERBOARD CONTAINERS 12" X 12" X 12" OR SMALLER CANNOT WEIGH MORE THAN 25 POUNDS EACH.