

<p><b>SUPPLIER SPECIFICATION :</b>  <b>SOALogistics REQUIREMENTS FOR SHIPPING , DELIVERY AND RECEIVING</b></p>	<p><b>PAQS 604 -ENG</b>  <b>Effective : 08/03/2016</b>          Supersedes : 13/06/2012          Page 1 of 19</p>
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**Change Done :**

Change page 12 schedule and contacts SOA  
 Change delivery schedules of truck less than 5 palets

**Associated procedure and/or document :**

- DV-0100-0005-2: schedule of conditions Packaging specific to the deliveries of products finished in the European distribution centers 3M.
- PAQS605 : Requirements of 3m France as regards documents accompanying the goods
- Technical pallets specification reference FY 0È0 0011 5
- Technical pallets specification reference FY 0È0 0003 2.
- Access map to the distribution center (Page 9)
- Supplier audit (Page 10 to 14)
- Associated packaging technical memo : Pallet plan specification " NT008 "

**Summary :**

1. Purpose
2. [Shipping cartons](#)
3. Type of pallet to be used
4. [Load building and securing](#)
5. [Freight](#) container / Trailer loading
6. Compliance to regulation
7. To do / Not to do
8. Labeling
9. [Documents](#)
10. Transportations
11. [Delivery](#)

+ *Access Map to SOA distribution center*  
 + *Quality survey about suppliers delivery*

<b>Sender :</b>	<b>Approval :</b>	
<p style="text-align: center;"><b>Receiving</b></p> SOA : M.Triomphe	<p style="text-align: center;"><b>Quality / EHS</b></p> SOA : S. Lecoq	<p style="text-align: center;"><b>Shipping</b></p> SOA : M. Triomphe

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## 1) PURPOSE :

To define constraints and quality standard requested by 3M in FRANCE in the whole of its partners for :

- Ensure fast unloading of the trucks, to allow a better fluidity and to reduce the latencies
- Carry out receiving operations as soon as possible and to avoid all operations of recoveries and correction in order to be in conformity with the quality standards or safety
- Make reliable the whole of the operations, to decrease the times of stock entry and to avoid times of complaints resolution
- Ensure rules and existing security instructions in the distribution center and particularly in our warehouse.

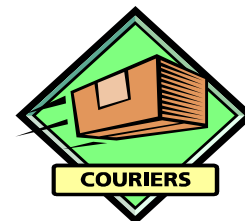
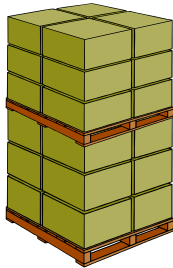
## 2) SHIPPING CARTONS :

### 2.1 RESISTANCE

Cartons must be strong enough to guarantee :

- A stable stacking on 2 levels of pallets

- deliveries in mono-parcel



### 2.2 SIZE AND WEIGHT

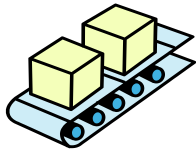
#### 2.2.1 Manual handling:

In order to minimize the risk of injury, cartons must be designed as to facilitate its handling, by avoiding the formats difficult to take. **We strongly recommend to have parcels less than 15 KGS.**

**If the weight of the parcel is higher 30 kg** cartons then must be easy to mechanical handle by palletized. A half-size pallet is authorized.

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2.2.2 In order to allow a good processability of the cartons within our stores (automatic conveyability, particular storages...) keep as much as possible the following sizes and weights.



Taille: minimum 140 x 140 x 50 mm,  
maximum 600 x 400 x 400 mm ou **500 x300 x 250 mm for Pontchateau**  
Poids: minimum 0.5 Kg,  
maximum 25 Kg **ou 15 kg for Pontchateau**

2.3 CARTON QUANTITY CONSISTENCY

The product quantity contained in the carton must be identical and fixed with all the parcels

2.4 CARTON CLOSURE

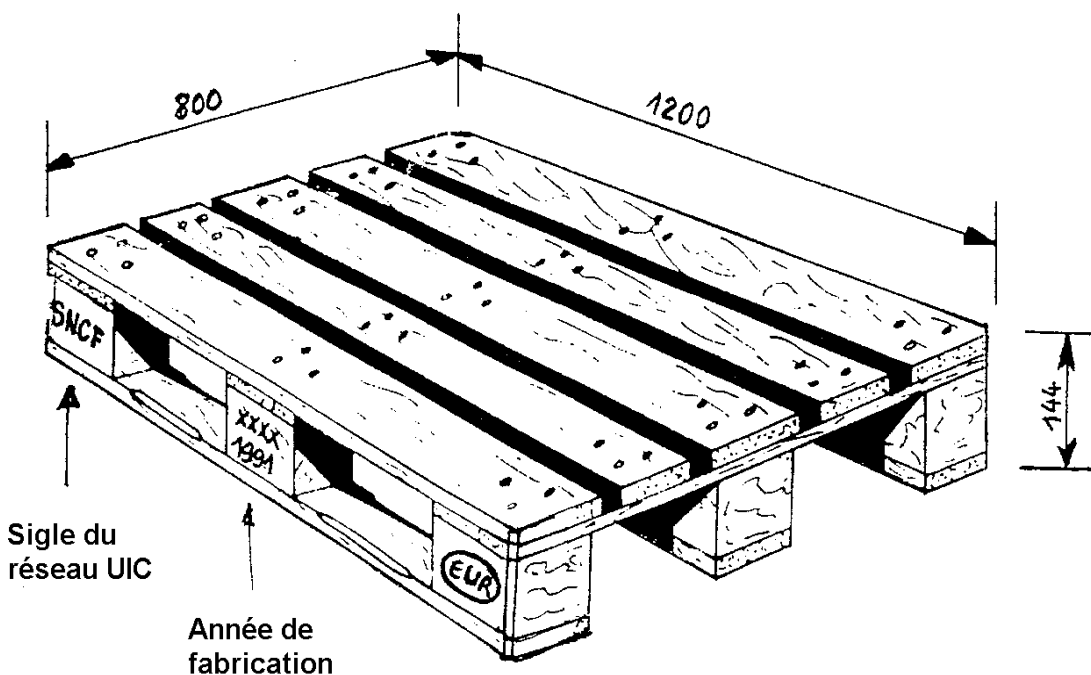
The carton must be securely closed. If taping must cover a graphic part of the carton, use transparent ribbon.

3) **TYPE OF PALLET TO BE USED (Higher or Equal to layers pallets )**

3.1 TYPE OF PALLET TO BE USED

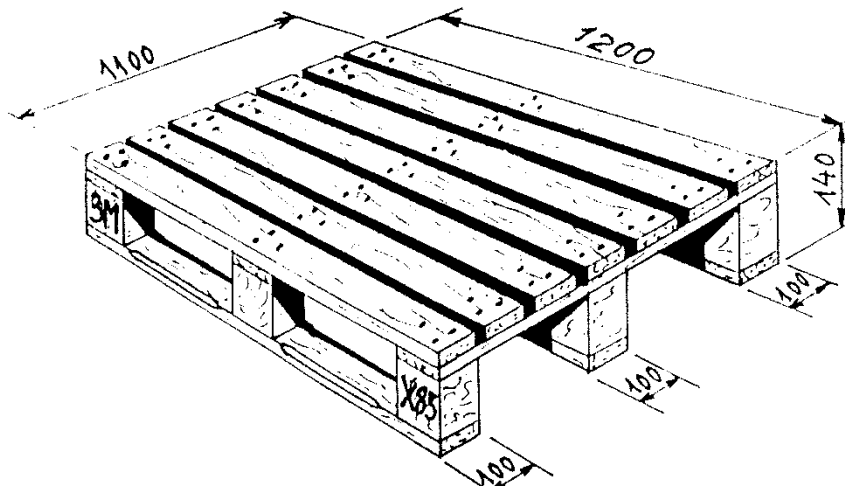
Preferred Pallet :

- 800 X 1200 marked EUR reference FY 02E0 0011 5  
**Pallet are not exchangeable**



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- **1100 X 1200** référence FY 02E0 0003 2



**Exceptions**

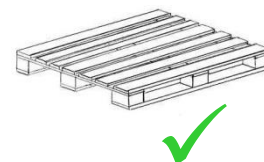
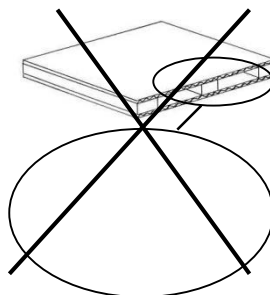
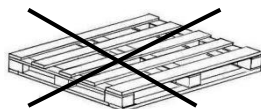
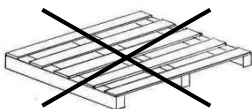
- If Euro pallet cannot be used, to choose a **pallet 4 entries** with studs, without perimeter base, of size minimum 800 X 1200 Misters Minimum 500 kg of payload.
- If the load exceeds one of size 800mm or 1200 mm, then a pallet of 1100 X 1200 mm 4 entries with studs without perimeter base will have to be selected. Minimum 500 kg of payload.
- If the load exceeds 1100 X 1200 mm, the product will have to be palletized on a pallet 4 entries with special size : load should not overflow of the pallet and the supplier will have to inform 3m of the choose sizing for the pallet.
- For the heavy single carton (see 2.2.1), a half-size pallet could be used.
- **Plastic, cartons or metal pallets are prohibited** . They are unsafe and unsuitable for storage and generate extra costs of handling within our warehouses.

2 entries

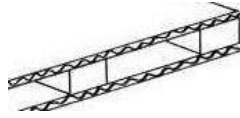
Perimeter basis

Carton /métal/  
Plastic.

4 entries with studs



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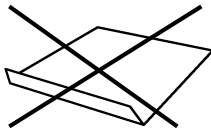
**Phytosanitary Control (Pest control)**

- For any shipment from country outside EU or Switzerland on woods pallets, each pallet must be treated and marked according phytosanitary standard ISPM15.
- Alternatively, an exempted pallet could be used only in the following agreement:
  - It will have to be out of plastic or agglomerate,
  - It must be validated in its design and its material by the European center recipient before forwarding of the goods,

**Condition of pallet :**

- Any delivered pallet must be clean, dries, free from apparent damage neither projecting nail, trace of mould nor insect attack. The moisture contained in wood will not exceed 22%.

**Slipsheets**



The small boats are not authorized: The distribution centers do not have handling equipment.

**3.2 PALLETS BUILDS**

3M FRANCE will systematically indicate the plan of palletization : joint with the packaging standard, for the products passing by the packaging process.

- standard of pallets to be used
- number of boxes, drums or kegs per layer
- number of layers per pallet.

If pallet mono-product:

- homogeneous layers
- label pallets apparent with indication of the reference produced and the quantity (in local unit and unit ordered)

If pallet multi-products:

- To stick a panel indicating " MIXED PALLET " on 2 adjacent sides.
  - maximum height (with wood slat) 1550 according to pallet used.
  - if quantity higher than a half pallets by reference to put a reference by pallet (1/2 pallet: height 50 cm with wood slat).

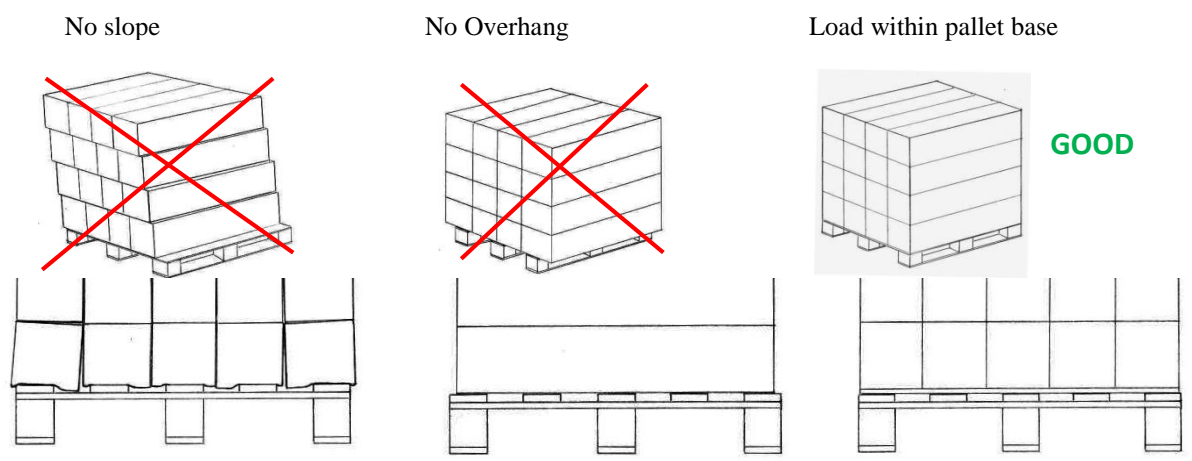
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- o total quantity for the same product and even SN on the same pallet by homogeneous layers.

#### 4) LOAD BUILDING AND SECURISING

##### 4.1 GENERAL REQUIREMENTS

- Optimize the box dimensions to give the best pallet utilization, with the cartons arranged to allow a stable double stack. Palletization software is recommended
- The product must not overhang the edge of the pallet, for the total height of the load.



- Build cubic loads with a flat top surface – do not put extra boxes on top - to allow for double stacking

- Ensure the load is properly secured to the pallet – See 4.2 Below
- Keep to the maximum load heights specified in section 4.4

##### 4.2 ~~LOAD SECURING~~

- Use uncoloured, unprinted LLDPE stretchwrap. Apply properly to give a secure load without crushing or deforming the cartons – Use vertical angle edge protectors if necessary. See section 4.6 for mandatory technical wrapping. Check cartons are undamaged after wrapping.
- If necessary, for heavy loads, also use plastic strapping/banding, applied vertically in pairs. Avoid damage or distortion of the carton by using angle edge protectors and applying the correct tension. Ensure that the load stays secure during transit.

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4.3 DO NOT USE

- Do not use steel strapping/banding unless approval by 3M in writing
- Do not shrink film or opaque, printed or coloured stretchwrap
- Do not use pool system (Chep, CP-Pallets, wire mesh container, etc....) unless requested by 3M in writing

4.4 MAXIMUM LOAD WEIGHT

The max load weight is 800 kg for handling at the EDC's. Always make sure pallet is strong enough for the load.

4.5 MAXIMUM LOAD HEIGHT

These are the maximum load heights allowed including pallet.

Advised (mm)	Optional (mm)
1150 (pour palette 800 x 1200)	1550 (pour palette 1100 x 1200)

4.6 TECHNICAL FOR STRETCHWRAPPING

To wrap the load build up with a transparent film (minimum 2 layers of tanded film). The labels produced must remain readable through film. –The load and the pallet must be interdependent.

All cartons or boxes must be covered with an overflow with 10 cm on the boxes with the upper layer. Wooden pallet must be taken in the wrapping in order to avoid any slip of the load.

At the request for 3M FRANCE a cardboard (covered total dimension of layer) can be installed on the upper layer of the pallet (according to specification).

4.7 LE CERCLAGE PAR FEUILLARD PLASTIQUE (Demande spécifique)

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It must be carried out in the two directions. Sufficient tended and resistant, without damaging the parcels, to avoid any slip of the load and to ensure a stability of the unit (according to specification).  
If need be to add angles.  
No use of metal strip iron (Risk of serious accidents)

Other .

- . The pallet identified where are the shipping documents
- . Put label for transportation " Do Not Remove Film "

## 5) CHARGEMENT DE CONTAINER / CAMION DE TRANSPORT

- 5.1 Ensure that the container is easy to unload by fork-lift truck – Optimize container to the maximum but not to fill spaces above the pallets to the top of the container by pallets with part products or single carton.
- 5.2 Each pallet must be maintained to avoid any movement and damage.
- 5.3 **Never load** a container with not palletized products or bulk carton.
- 5.4 **Strictly Follow stacking instructions or restrictions**

## 6) COMPLIANCE TO REGULATION

- Packing must be in conformity with the regulation in all the countries which sell the goods or by which these goods forward including:
- Regulation for the dangerous products
  - Label with correct risk and safety sentences on the user-level packaging (Small sales unit)
  - Correct transport labelling, including the hazard warning symbols - applied as a diamond, not as a square.
- Phytosanitary (Control of the parasites) for the wooden pallet.

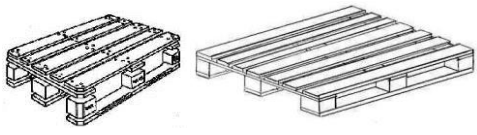


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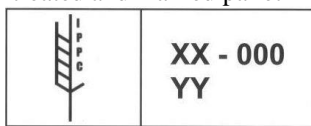
7) **TO DO / NOT TO DO**

<b>TO DO</b>	<b>NOT TO DO</b> 
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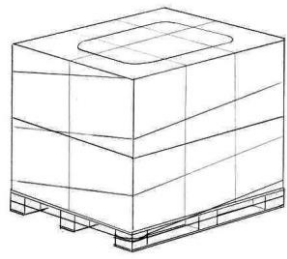
Used Euro or 1100 x 1200 (4-way) pallets




Used NIMP15 treated and marked pallet




Stretchwrap securly



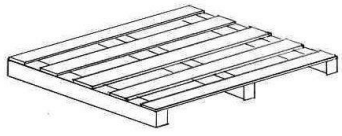
Used hazardous transport symbol correctly



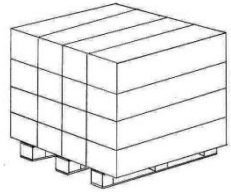
Put right label advise by coroporate guidelines



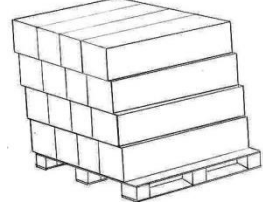
Do not used 2-way pallet or wrong sizes



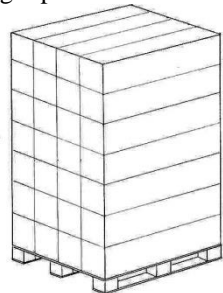
Do not overhang the load from the pallet




Do not allow unstable load on pallet



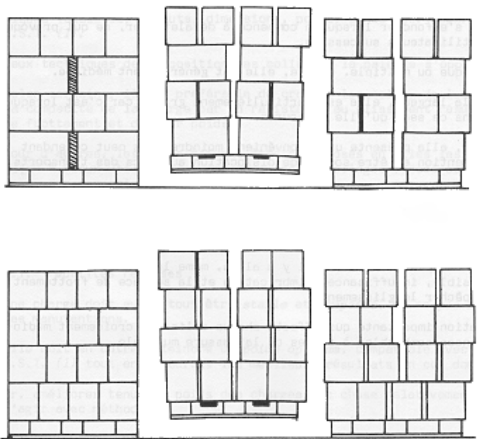
Do not build too height pallet



Always leave visible the labels meaning the hazardous products on the pallet.



Avoid breakage or overlap



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**8) LABELLING**

CARTONS

Make sure that no label and adhesive tape supplier or transportation put on labels produced or security instruction existing on the cartons.

To take care of the quality of the cartons (Cleanliness, aspect, etc...)

Eliminate or mask the old labels, documents, slaps printed etc ...

If the label is not provided with the standard, the format below is to be applied and the modèle set up by the supplier will be validated by the packaging department of 3M (B.A.T.)

PRODUCTS

\* 3M FRANCE will provide 3M spécification in term of product labelling.



3M standard label consists in 3 area (See label behind marked I, II, III).

- I) : Trademark area
- II) : Product information area
- III) : Logistic data area

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This area are composed of several data (Marked : ❶, ❷, ❸ etc...)

**Trademark area :**

- ❶ : Logo
- ❷ : Trademark product
- ❸ : Product name in several language relating to the type of market concerned

**Product information area :**

- ❶ : 3M Product number
- ❷ : Detailed data
- ❸ : Size and weight product information

**Logistic data area :**

- ❶ : Breakdown of packaging part
- ❷ : Quantity of unit per carton
- ❸ : Part
  - Lot number
  - Manufacturing date
  - Expiry date
- ❹ : bar code
- ❺ : 3M packaging specification number

\* If marking a lot number or an expiry date, 3M FRANCE will communicate specificities (code + text bars) - preferably a lot number per pallet.

- all packages must have an identification (labels...).
- Labels must be visible from the outside (Carton on the right way), if dangerous product with label transport, alternate label produced and label transport.
- Indicated storage criteria in case of setting to air-conditioned store, cold room or congelation.
- No Logo of the supplier must be displayed on 3M products.

## 9) DOCUMENTS

SOA Logistics requirements in term of associated documents with the delivery with goods are the following :

any delivery must be imperatively accompanied by a comprising Delivery order

- 3M purchase order number (one letter and 6 digits)
- Legacy PO » number (5 characters).
- 3M 11 digits reference
- SAP 10 digits reference
- Quantities including units.

Invoice for imported goods.

Hazardous goods declaration if required

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## 10) TRANSPORT

Ensure transportation equipment is in good condition before to load pallet  
All trailers and truck wich will not ensure 3M people security will be refused.

## 11) DELIVERY

**General information :3M unloading equipement such as hand pallet truck cannot be used by non 3M employees**

For deliveries from **1 to 5 pallets**: no appointment requested . Open from 08:30 to 11h30 AM and from 13h30 at 17:00 PM , Monday to Friday.

Exception ;DHL air express fix times slots ie Monday 02 PM and other working days 10:30 AM

For **more than 5 pallets** deliveries: an appointment 48 hours before delivery,.

by mail to: Mr Isar: [pisar1@mmm.com](mailto:pisar1@mmm.com)

or

Mr Patrick Rigault: [prigault@mmm.com](mailto:prigault@mmm.com)

Copy ; [FR-LOGISTIC-SOA-PLANNING-ENTREE@MMM.COM](mailto:FR-LOGISTIC-SOA-PLANNING-ENTREE@MMM.COM)

by phone : 33 1 34 32 47 10 From 08: 00 AM to 16: 00 PM

We recomen to fax confirmation with packing list attached the day before delivery

Fax number : 33 1 34 32 49 75

***On the CMR or the Packing List the following mentions needs to be mandatory written :***

**\* Date and Time to your appointment.**

These documents must imperatively be given to the receiving department, by the driver during his arrival on the Distribution center

Window Time for unloading in SOA distribution center :

**Monday at Friday 5 AM / 6 PM**

**Any goods delivered without documentation will be rejected.**

**Unloading hours : from Monday to Friday ; 05 AM to 05 PM**

Priority will be given to the deliveries with appointment and on time appointment deliveries (maximum latency = 2 hours after presentation of the driver to the receiving office)

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***Any deviation to these conditions may lead to delivery rejection and a complaint from 3M may be raised***

An evaluation of the appointment respect will be done regularly for the receiving and will be communicated to you by our procurement department.

