

# Taylor Warehouse Receiving Standards

Compliance to these requirements is an integral part of Taylor's Supplier Management Program.

## Minimum Requirements for Shipments:

| Requirements                                                                        | Carton Labels | Packing Slip |
|-------------------------------------------------------------------------------------|---------------|--------------|
| Item/Form Number                                                                    | •             | •            |
| Taylor PO Number                                                                    | •             | •            |
| Ship-to Location                                                                    |               | •            |
| Unit of Measure description (Each, Pack, Carton, Roll, Set, etc.)                   | •             | •            |
| Quantity per unit                                                                   | •             | •            |
| Quantity of units per carton                                                        | •             |              |
| Total quantity shipped                                                              |               | •            |
| Total carton quantity                                                               |               | •            |
| Date of manufacture                                                                 | •             |              |
| Beginning and ending consecutive number (if applicable)                             | •             |              |
| "SD" must be listed if package contains Secure Document                             | •             |              |
| Short carton included (if applicable)                                               |               | •            |
| Missing numbers list must be presented, in a separate document, at time of delivery | •             | •            |

|                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>General:</p> <ul style="list-style-type: none"> <li>A single package or carton contents are limited to one item, order, or lot.</li> <li>Quantity shipped cannot exceed +/-10% quantity ordered. (If overrun/underrun allowed)</li> <li>Carton weight cannot exceed 50lbs.</li> <li>Product in Gaylord containers is prohibited.</li> <li>All hazardous shipments must include the appropriate HMIS labeling and MSDS sheet.</li> </ul> | <p>Promotional Product:</p> <ul style="list-style-type: none"> <li>Promotional items must be labeled with Taylor SKU number for Unit of Issue (UOI).</li> <li>All shirts, sweaters, or other wearable items must come individually packaged with no mixing of color, size, gender, style within a carton. A TC item number must be listed on each exterior package. The Item number is specific to color, style, gender and size                             <ul style="list-style-type: none"> <li>Items whose appearance may be negatively impacted by the addition of an item label may be bagged with the item number on bag.</li> </ul> </li> <li>Promotional item descriptions must include color, size, gender, style, etc.</li> <li>Promotional items manufactured outside of the United States must have a certification of origin provided.</li> </ul> | <p>Product distributed in less than full cartons labeling requirements -Label Rolls (inside the core), Packs, etc. must be labeled with:</p> <ul style="list-style-type: none"> <li>Package/Roll Quantity</li> <li>Taylor Item Number</li> <li>Taylor PO Number or Customer Order Number</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Acceptable Pallet Sizes – Maximum Pallet Height is 56” (All Locations)

|                                              | A = Preferred pallet sizes |                  |                  | B = Other acceptable pallet sizes |                  |                  |                  |                  |                 |
|----------------------------------------------|----------------------------|------------------|------------------|-----------------------------------|------------------|------------------|------------------|------------------|-----------------|
| TC Warehouse                                 | 36" D x<br>36" W           | 40" D x<br>44" W | 42" D x<br>36" W | 42" D x<br>40" W                  | 45" D x<br>40" W | 48" D x<br>36" W | 48" D x<br>40" W | 48" D x<br>42" W | 51" D x<br>X" W |
| Autobahn TX                                  |                            |                  |                  |                                   |                  |                  | A                |                  | B               |
| Avon MA                                      |                            |                  |                  |                                   |                  | B                | A                |                  |                 |
| Bloomington, IL                              |                            |                  |                  |                                   |                  | B                | A                |                  |                 |
| Cranbury, NJ                                 |                            |                  |                  |                                   |                  |                  | B                | A                |                 |
| Fresno CA                                    |                            |                  |                  |                                   |                  | B                | A                |                  |                 |
| Grove City, OH                               |                            |                  |                  |                                   |                  | B                | A                |                  | B               |
| Lithia Springs GA                            |                            |                  |                  |                                   |                  | B                | A                |                  | B               |
| Ontario, CA                                  |                            |                  | A                |                                   |                  |                  | B                |                  |                 |
| The Occasions Group<br>225 Lookout Drive, MN |                            |                  |                  |                                   | A                |                  |                  |                  |                 |

**\*If location not listed, the standard pallet is 40"x48"**

Document Number DST.843.002.W2 | Date: 6/3/2019

# Sample Documents

**SHIPPING PICK LIST REPORT**

Order Date: \_\_\_\_\_ Printed: \_\_\_\_\_

Ship To CADD #: \_\_\_\_\_

Ship To Name 1: \_\_\_\_\_

Ship To Name 2: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_

Mark For 1: \_\_\_\_\_

Mark For 2: \_\_\_\_\_

PO Number: \_\_\_\_\_

PO Date: \_\_\_\_\_

**TAYLOR**

| Production Order Number | Cost Center | Requisition # | Form/Package Number | Form/Package Name | Entry Date | Date Desired | Measure | Quantity |
|-------------------------|-------------|---------------|---------------------|-------------------|------------|--------------|---------|----------|
|                         |             |               |                     |                   |            |              |         |          |

**TAYLOR**

123 NORTH MAIN  
ANYWHERE OH 12345

ORDER NUMBER: \_\_\_\_\_ APPROXIMATE QUANTITY THIS CARTON: \_\_\_\_\_

3273659 1000

PACKS/CARTON QUANTITY/PACK PACKAGE NUMBER

1000 1 of 10

SALES REPRESENTATIVE CARRIER

SMITH, JOHN AFOC

CUSTOMER REQUISITION OR P.O. P.O. LINE ITEM

CONSECUTIVE NUMBERS

SHIP TO

CUSTOMER NAME  
123 NORTH MAIN  
ANYWHERE OH 12345

NUMBER PARTS FORM NUMBER, NAME, SIZE, ETC.

3 24-00664-004

FORM NAME DESTINATION

CUSTOMER LABEL  
PACK MARK INSTRUCTIONS

MFG : 5/19

This document is an integral part of Taylor's Supplier Management Program and all requirements shall be adhered to for all shipments made to a Taylor Warehouse/Distribution Center, Customer or Third Party Provider. Failure to comply with the guidelines outlined in these pages will result in fees.

Each violation will be charged a \$50.00 fee plus the applicable charge shown below.

- Rework related – charged at \$32.50 / hour
- Transportation related – freight charges involved

See [Warehouse Receiving Standards Supplement](#) for more details.