



Receiving Specifications

Franklin, Indiana

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Section I. General Information and Guidelines

1. Purpose

- ☐ To provide suppliers/vendors with our receiving requirements, hours of operation, and other helpful information with respect to making deliveries at the Franklin facility
- ☐ Establish consistency and standardization to help us better serve our customers
- ☐ Open communication channels and partnerships with our customers, suppliers, and vendors
- ☐ Reduce errors and receiving time in addition to improving our operational efficiency

2. Receiving Requirements

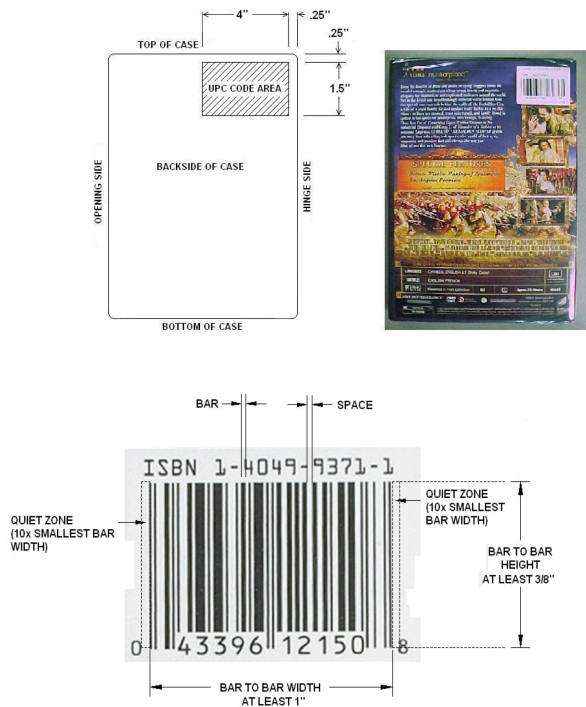
- **Delivery appointments are required for any delivery without a standing appointment**
 - All appointments must be made exclusively through FRAAPPT@legacyscs.com
 - Appointments must be requested at least 24 hours prior to the requested date/time
 - A completed appointment request form must be sent over to the above email address
 - One appointment is required for each inbound trailer
 - Only responses from Legacy SCS are a confirmation of an appointment
 - Appointments will be made in the order in which they are received
 - Appointment requests will not always be granted for the requested date and/or time depending on availability
 - Scheduled appointments must arrive at the facility within 1 hour of their scheduled time
 - If a driver arrives outside of the 1 hour window, the load is at risk of being delayed or rescheduled, potentially to a later date
- **The following information is required when requesting an appointment**
 - Vendor/supplier name
 - Business Unit (customer)
 - All PO numbers associated with said delivery
 - The BOL, ASN (if applicable) and tracking information
 - An accurate pallet count/carton count (if floor loaded)
 - If the provided information is incorrect, the load could potentially be turned away and rescheduled

Section II. Finished Goods Requirements

3. Item Requirements

- **Legacy SCS uses the following barcodes during our processes**
 - UCC-128
 - UPC-A
 - UCC-12
 - SCC-14
- **UPC barcode Specifications**
 - The barcode box should measure 1 ½" wide by 5/8" high
 - The barcode must be black with a white background
 - There should be at least 1/8" white border around the barcode to facilitate scanning and reading of the UPC
 - No diagonal barcodes will be acceptable
 - Barcodes must be rectangular in shape
 - Barcodes must meet ANSI Grade C or better for: edge, reflective minimum, symbol contrast, minimum edge contrast, modulation, defects, decode, and decodability
 - Barcodes must be free of obstruction (permanent marker, highlighter, stickers, etc.)
 - All barcodes on the item must be equal
 - If the barcode has additional identifiers, the identifier must be the same height as the barcode

Figure 1 – Product barcode requirements



4. Carton Requirements

● Carton Labeling Requirements

- UPC128 barcode identifying the item's part number in large font (at least 6mm or 1/4")
- UPC-A or UPC+2 barcode identifying the item's UPC number
- Assigned site name or ID
- Carton count in large font (at least 10mm or 3/8") and UCC128 barcode
- SCC14 barcode identifying the item

● Product Orientation Requirements

- Every carton must be oriented in the same direction, with the title facing toward the carton label

● Partial Carton Requirements

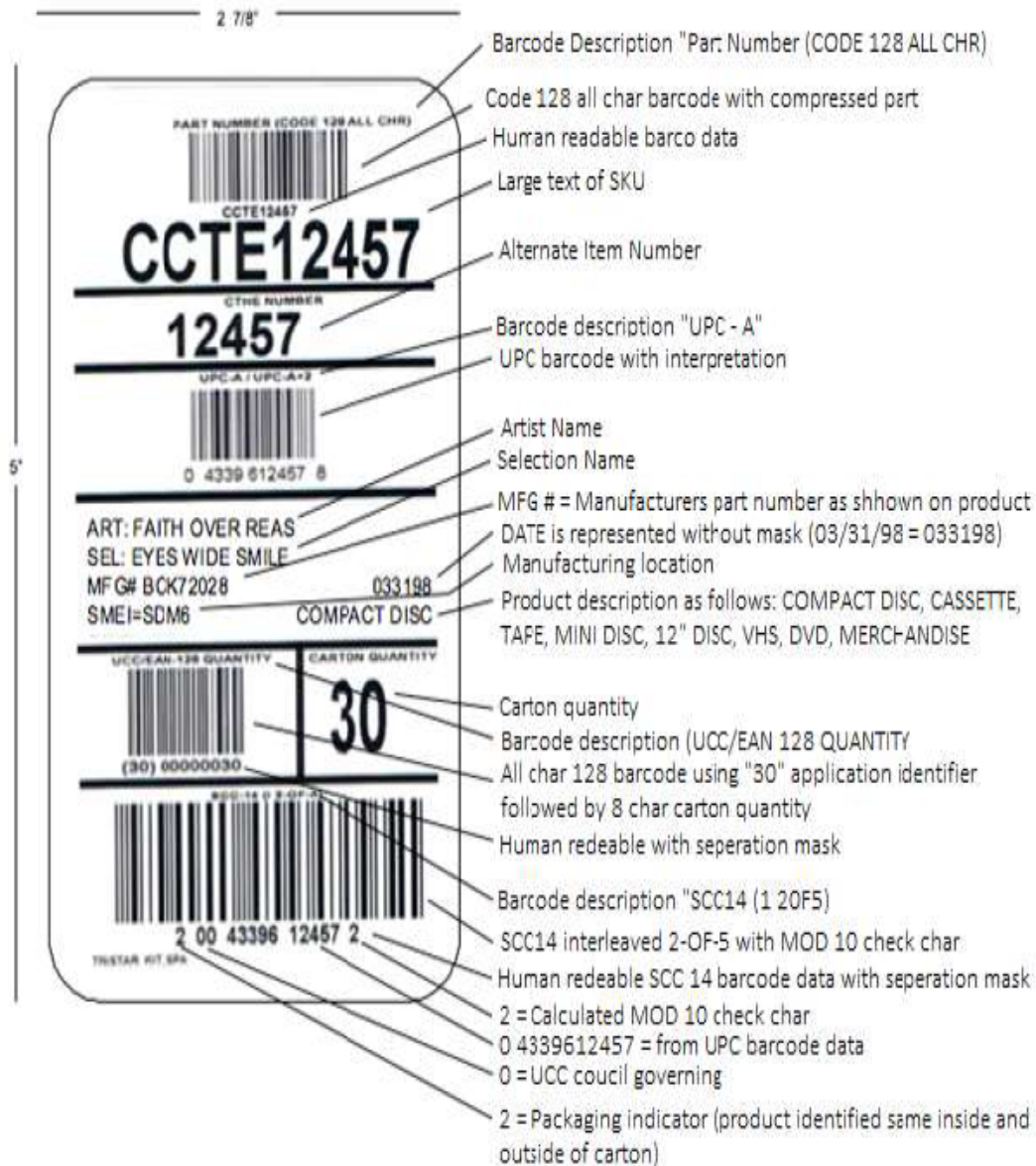
- Cartons containing quantities less than the standard carton quantity **must be marked by a sticker** near the label
- The sticker must notate "partial" and specify the actual quantity
- Partial cartons must be located at the top of the pallet

- No more than 1 partial carton per item per order
- **Master Carton Requirements**
 - Master cartons must not exceed 50 lbs
 - A pack list must accompany each master carton
 - All inner carton must contain a carton label
- **Other Carton Requirements**
 - All cartons must contain 1 SKU per carton (mixed product is not acceptable)
 - The carton size, quantity, and stacking pattern must remain consistent for each item for all shipments

Product Name: 1X30 Cartons

Manufacturing and Returns product that is in a 1X30 carton should be 24 to a layer and 7 high on a 42X42 pallet. Carton labels should face out as much as possible.

Figure 3. Detailed SPA label

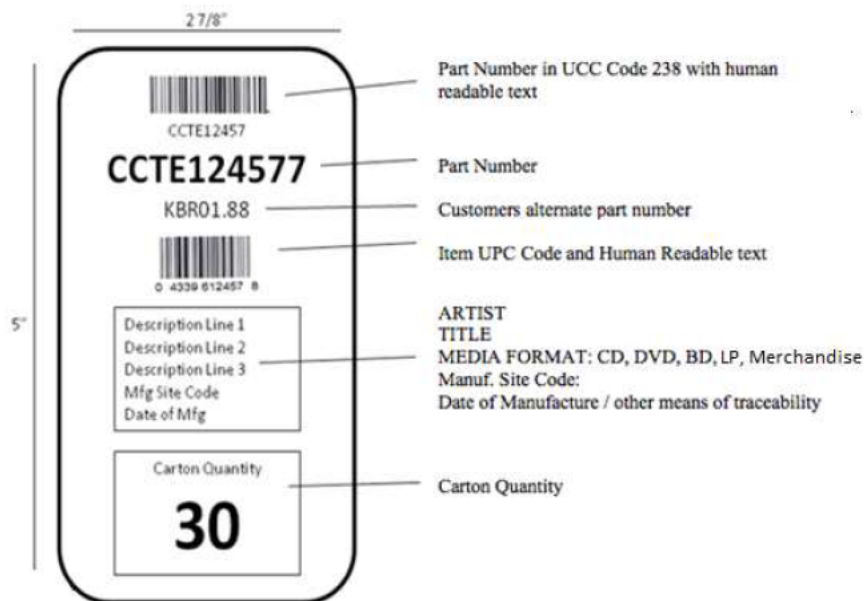


5. Pallet Requirements

- Pallets must be 42" x 42" stringer style
- No block style pallets of any time are acceptable
- The maximum height must not exceed 54"
- Carton barcode labels must face the outside as much as possible

- The stacking pattern must be interlocking to avoid spills and damage (as much as possible)
- Product may not hang over on any sides of the pallet
- Pallets must be wrapped completely and tightly to minimize tearing, shifting, and tampering of the product
- Pallet may contain no more than 3 items of which no more than 1 full layer of each
- Any item that is 1 full pallet layer or more shall be on its own pallet
- All mixed pallets must be identified as “Mixed” with a label marking as such
- **Container Sheet Requirements**
 - Ship from: Name, address, and telephone number
 - Ship to: Name and address
 - Customer purchase order number(s)
 - Unique pallet identification number encoded with a UCC-128 barcode
 - Item and UPC numbers
 - Item description
 - Quantity per title on pallet
 - Quantity per carton on pallet
 - Total quantity on pallet
 - Number of cartons
 - Number of pallets
 - The container sheet must be securely attached to the pallet and visible as the container is unloaded from the truck
 - Hand written changes to the skid count or carton count are unacceptable

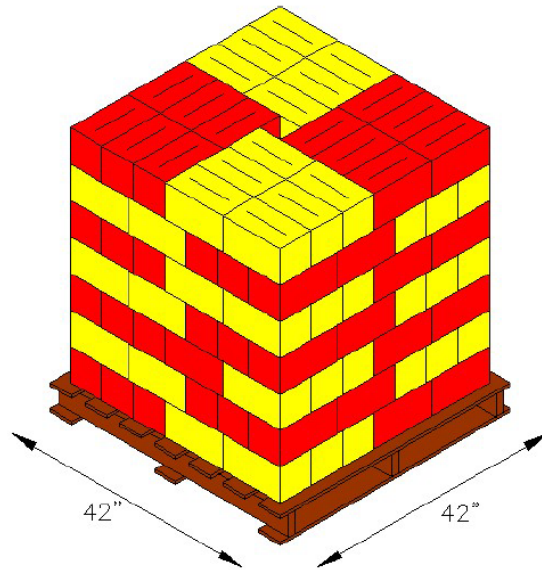
Figure 4. Abbreviated SPA label



Product Name: CD 30ct carton on a 42"x42" Pallet

Pallet Type: 42"x42"
Carton: RM50-001
Cartons per Layer: 24
Layers High: 7
Cartons per Skid: 168

	Standard Case	Standard Pallet
Quantity:	30	5040
Weight (lb):	7.500	1300.000
Length (in):	12.750	42.000
Width (in):	5.500	42.000
Height (in):	6.250	48.750
Cube (ft^3):	0.25	49.77



6. Order Level Requirements

- **Packing List Requirements**

- Each container must contain a pack list
- Pack list must be visible and securely attached to the associated pallet(s) along with the BOL
- Hand written changes to the pack list are unacceptable
- Ship from: Name, address and telephone number
- Ship to: Name and address
- Pack list number
- Date pack list was created
- UCC-128 barcode with the customer PO or ASN (if applicable)
- Customer PO number(s)
- Carrier name
- List of all pallet ID numbers associated with the pack list
- Item and/or UPC numbers
- Item description
- Quantity per carton
- Total quantity per title
- Quantity per pallet

- Total pallets
- Total quantity per customer PO
- **Bill of Lading (BOL) Requirements**
 - Each truckload must have a BOL
 - Hand written changes to the skid count or carton count are not acceptable
 - A master BOL is required if there are more than 1 BOLs for the truck
 - BOL number
 - Ship from: Name, address, and telephone number
 - Ship to: Name and address
 - Seal # if the truck was sealed
 - Customer PO number(s)
 - Total pallet count
 - Total carton count
 - Total item count
 - Signature of shipper and carrier
 - All pack list numbers associated with the BOL

- **Items that do not meet the stated requirements will be documented on NCR (non-compliant). These will then be returned or subjected to additional handling, rework and shipping fees. These fees are based on the rate card provided to customers.**
- **Parcel Shipments may experience delays in receiving due to volume of packages received by day.**

Facility	Address	Contact	Weekday Hours	Weekend Hours
Franklin Distribution	2001 Commerce Parkway, Dock doors 62-70	317-807-2139	7:00 - 15:00	Closed

Center	Franklin, Indiana 46131			
Franklin Parcel Center	2001 Commerce Parkway, Dock doors 76-78 Franklin, Indiana 46131	317-807-2 139	7:00 - 15:00	Closed
Franklin Returns Center	2001 Commerce Parkway, Dock doors 62-70 Franklin, Indiana 46131	317-807-2 139	7:00 - 15:00	Closed