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	•	•

General:

- A single package or carton contents are limited to one item, order, or lot.
- Quantity shipped cannot exceed +-10% quantity ordered. (If overrun/ underrun allowed)
- Carton weight cannot exceed 50lbs.
- Product in Gaylord containers is prohibited.
- All hazardous shipments must include the appropriate HMIS labeling and MSDS sheet.

225 Lookout Drive, MN

Promotional Product:

- Promotional items must be labeled with Taylor SKU number for Unit of Issue (UOI).
- All shirts, sweaters, or other wearable items must come individually packaged with no mixing of color, size, gender, style within a carton ATC item number must be listed on each exterior package. The Item number is specific to color, style, gender and size.
 - » Items whose appearance may be negatively impacted by the addition of an item label may be bagged with the item number on bag.
- Promotional item descriptions must include color, size, gender, style, etc.
- Promotional items manufactured outside of the United States must have a certification of origin provided.

Product distributed in less than full cartons labeling requirements –Label Rolls (inside the core), Packs, etc. must be labeled with:

- Package/Roll Quantity
- Taylor Item Number Taylor PO Number or Customer Order Number

Acceptable Pallet Sizes - Maximum Pallet Height is 56" (All Locations)

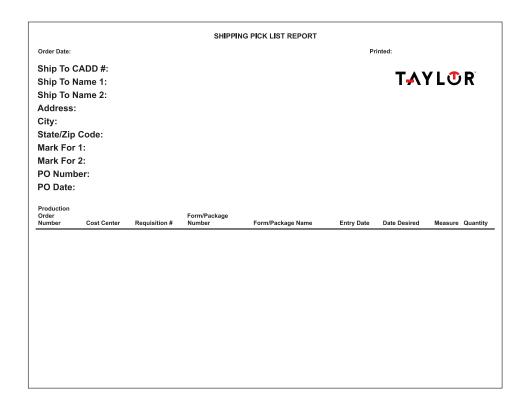
	A = Preferred pallet sizes			B = Other acceptable pallet sizes					
TC Warehouse	36" D x 36" W	40" D x 44" W	42" D x 36" W	42" D x 40" W	45" D x 40" W	48" D x 36" W	48" D x 40" W	48" D x 42" W	51" D x X" W
Autobahn TX							Α		В
Avon MA						В	Α		
Bloomington, IL						В	Α		
Cranbury, NJ							В	Α	
Fresno CA						В	Α		
Grove City, OH						В	Α		В
Lithia Springs GA						В	Α		В
Ontario, CA			Α				В		
The Occasions Group					٨				

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

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Sample Documents





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.