

Graco USA Inbound Routing Guide 2018



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International

I. How to Get Started

If you are a first time user of the *supplier ASN portal*, you will need to begin by creating a profile on the site.

Go to: www.sbs-intl.com

Click-> Register

*Ensure you enter the company name consistently for all users

*Once your profile is complete you will receive a confirmation message from SBS

II. How to Determine Routing Method

Option 1= Sea Freight

Sea freight should be the standard mode of shipment unless it is under special circumstances (extremely small, light, urgent, etc.)

Option 2= Air Freight

Your shipment should move via airfreight if it is urgent and is greater than 150 lbs and/or does not meet the UPS packaging guidelines but only after you have been instructed by your Graco representative to ship as such.

Option 3= Parcel

Your shipment should move via parcel shipment if: the shipment is 150 lbs or less and meets the UPS packaging guidelines. Please choose the service of, Worldwide Expedited. *Do not declare a value for insurance purposes when making a Parcel shipment. Suppliers / Shippers that declare a value for insurance will be charged back.*

- To obtain Graco Inc.'s collect account number, please contact Graco's International Logistics Department at Logistics@graco.com or your Graco Category Manager.

III. How to Make a Booking

A. Manual

Contact the SBS representative for your region who will assist with the booking. It should already be determined which mode of transportation will be required to meet the Graco need by date.

Please pay attention to the routing order you were provided which will provide contacts for each mode of service in your region.

***Note**= for ocean freight shipments, please make the booking for your cargo a minimum of 2 weeks before required sail date.

B. Portal (recommended)

Ensure you followed the instructions for section I of this guide to get setup. Then follow the instructions as listed here:

1. **Login**
 2. **Tools -> Supplier ASN portal**
 3. **Click "New ASN"**
 4. **Use the drop down menu to select your company**
 5. **Fill in each of the required fields under the new booking that you have created**
 - **Please note there are 5 tabs that need to be filled out with information, please see the paragraph below for special notes and FAQ for each of the tabs**
 6. **Click submit**
- **Special Notes/FAQ**
 - Routing info: Fill out as much information as you can, the *ready date* is a required field and you cannot move to the next step without filling in this field
 - PO lines: Click "add PO" to pull up all of the open PO's for your organization. Select all of the PO's that will be included in the booking
 - Load info: Click "add load" and fill in all of the details of the packaging, weight and dimensions
 - Documents: Add all of the documents that you have prepared, if you do not add the documents at this step you will be required to submit prior to cargo handover

IV. Requirements

A. Invoice

Must contain the following data:

- Graco Purchase Order Number
- Graco part number, clearly defined
- Incoterms – (If any DAP, DAT, DDP, CIF, CFR shipments must be approved by Trade Compliance for approval.
- English description of the product being shipped
- Value as listed on the Purchase Order (USD)
- Quantity (piece count)
- Unit of Measure (CBMs)
- Country of Origin
(http://www.wcoomd.org/en/topics/origin/overview/~/_media/D6C8E98EE67B472FA02B06BD2209DC99.ashx)
- Harmonized Tariff Number to the 6th digit
- Weight (in Kg)
- Sender/Receiver Name & Contact Information
- RGA Number (if applicable)

B. Insurance

Suppliers / Shippers shall **not** declare cargo insurance with the carriers unless directed by your Graco Purchasing Representative. Cargo insurance that is not approved by Graco will be charged back to Suppliers / Shippers.

C. Bill of Lading

Please instruct all Freight Forwarders to issue **Express Bill of Ladings**

D. Labels

Graco requires a shipping label on every pallet, carton or container received. Please refer to the bar code manual at www.gracosupplier.com, click on quick link at the bottom of the page entitled: Bar Code Labels.

-All cartons, skids, parcels, crates shall have an address label or information clearly written in English on the shipping container indicating the shipper address and destination address per the instructions on the Graco purchase order

-When shipping multiple pieces, please mark each piece __ of __

-Each shipping carton shall be marked or labeled with the following Information: Graco part number, units per carton, PO number, country of origin

-Hazardous Material shipments shall be shipped in accordance with and be in compliance with all Local, State, and Federal requirements

E. Packing List

All Packing Lists shall be attached to the outside of the packages in which the product is being shipped. If multiple packages are included in a single shipment and individual Packing Lists are not placed on each package, the Packing List for that shipment shall be placed on the lead package

- Graco Purchase Order Number
- Graco Purchase Order Line Item Number
- Graco Part Number & Description
- Quantity ordered and shipped
- Quantity previously shipped or on backorder
- Unit of measure (CBM)
- Gross weight (Kg)
- Net weight (Kg)
- Transportation provider (see Carrier Selection section)
- Packing list page number if multiple

F. Markings

- Packing Lists shall be clearly pouched and visible on the outside of shipping unit or unit number 1 if multiple units are being shipped
- Shipping unit shall have shipping label prepared and clearly affixed to all shipping units
- Graco's Purchase order and item number shall be clearly visible on the outside of each shipping unit.
- Date sensitive material noted on outside of shipping unit as required
- Case quantity noted on case lots
- Box quantity notes on each box
- Hazardous material shipments shall be marked in accordance with and be in compliance with all Local, State, and Federal requirements

G. Packaging / Palletizing

- Shipper / Suppliers shall package products in packages, containers, reels, other closures or receptacles to ensure adequate protection against corrosion, static charge, discharge, deterioration and physical damage to ensure safe delivery

*** If shipping on a pallet:**

Products shall be packaged for sorting or storage at the receiving location

- Pallets shall be in good condition, with no broken boards.
- The preferred pallet size is 48"x 36". Graco will also accept 48"x 40"
- Use Graco supplied pallets, if provided
- All wood packaging material used in support of international shipments, must comply with ISPM15 (<http://www.nmfta.org/pages/nmfcpackaging>)
- BOL shall also indicate the number of cartons or pieces contained on each pallet
- Shall be clearly labeled on the exterior of the palletized load with clear and highly visible markings or labels that state "DO NOT BREAK DOWN PALLET"
- Products shall be secured to the pallets with strapping and or shrink-wrap
- The maximum height of cartons shall not exceed 50" unless mutually agreed
- Products that are too large or heavy to be palletized shall be shipped in their own crates or containers suitable for forklift usage

H. Consolidating

- Purchase Orders from a single origin to a single destination that are scheduled to ship the same day shall be combined into a single shipment and bill of lading. Multiple Purchase Order shipments shall be referred to and mark as "Consolidated" shipments.
- Consolidated shipments that are combined in a Master Carton, over-pack, or on pallets shall be clearly labeled as "CONSOLIDATED" on the exterior of the shipping container
- Consolidated shipments when palletized, shall also be clearly labeled on the exterior of the palletized load with clear and highly visible markings or labels that state "DO NOT BREAK DOWN PALLET"
- Each Purchase Order shall have its own packing list or a single packing list clearly marked "MASTER PACKING LIST"

V. ISF

- A.** Late or inaccurate submission of ISF will result in a US Customs penalty of USD \$5000.
- B.** The below elements that need to be sent to SBS no later than 24 hours before the cargo is laden aboard a vessel destined to the US:
 - Seller
 - Buyer
 - Importer of record number/ FTZ applicant identification number
 - Consignee number(s)
 - Manufacturer (or supplier)
 - Ship to party
 - Country of origin
 - Commodity Harmonized Tariff Schedule of the United States (HTSUS) number
 - Container stuffing location
 - Consolidator
 - U.S. Customs website for more ISF information:
http://www.cbp.gov/xp/cgov/trade/cargo_security/

Domestic

VI. US Domestic Carrier Selection

A. Parcel: Do not declare a value for insurance purposes.

FedEx – U.S. or Canada parcel shipments **150lbs or less per shipment** and meet the carrier packaging guidelines.

*Company or Name field: only the **Graco** name should appear

*Address Line 1 field: only the street address should appear

*Address Line 2 field: Graco's attention to

*First Reference field: Graco's PO number or if no PO# the full name of the Graco requestor. *Failure to comply will result in payment being rejected and fees to be assessed. You are responsible to make sure that anyone shipping on your behalf to Graco follows this guide.*

UPS – U.S. or Canada parcel shipments **150lbs or less per shipment** and meet the carrier packaging guidelines.

*Company or Name field: only the **Graco** name should appear

*Address Line 1 field: only the street address should appear

*Address Line 2 field: Graco's attention to

*First Reference field: Graco's PO number or if no PO# the full name of the Graco requestor. *Failure to comply will result in payment being rejected and fees to be assessed. You are responsible to make sure that anyone shipping on your behalf to Graco follows this guide.*

- To obtain Graco Inc.'s collect account number, please contact Graco's Logistics Department at trafficdomestic@graco.com or your Graco Category Manager.

B. Less-than-Truck Load (LTL) - U.S. shipments less than 10,000 lbs or 15 linear feet. Applicable to all Graco destinations. BOL must show **collect**.

No account numbers required

Fed Ex Priority Freight

XPO Logistics

C. Truckload - Shipments less than 10,000 lbs or 15 linear feet. Applicable to all Graco destinations. BOL must show **collect**.

Contact Graco's Logistics Department at TrafficDomestic@Graco.com for specific routing instructions.

D. Third Party Freight Shipments - If you are requested by the Graco Category Manager to make a shipment to a non-Graco location at Graco's expense (i.e., third-party shipment), your bill of lading must include the following notation:

Third Party Billing – send freight bill to:
Graco Inc. c/o Williams & Associates
405 East 78th Street
Bloomington, MN 55421

Graco purchase order number must be indicated in the 'body' section of the BOL. The purchase order number must be preceded by "P.O. #". Failure to comply will result in payment being rejected and fees to be assessed. You are responsible to make sure that anyone shipping on your behalf to Graco follows this guide.

E. Minneapolis/St. Paul Metro Area

Less-than-truckload (LTL):
A&H 651-454-9550
Same Day Courier:
Priority Courier 651-748-4477

- To obtain Graco Inc.'s collect account number, please contact Graco's Logistics Department at trafficdomestic@graco.com or your Graco Category Manager

VII. U.S. Domestic Shipping

A. Domestic Bill of Lading Requirements

- Graco Purchase Order Number
- Supplier / Shipper reference number or invoice number
- The description of articles listed on the bill of lading shall conform to the National Motor Freight Classification (NMFC)
- Origin and destination address including proper Zip Codes
- All packages shipping on a single carrier from one location addressed to the same destination shipped on the same day SHALL be consolidated onto one Bill of Lading.
- Misdirected shipments will be reshipped to the correct destination at Supplier's cost

B. Bar Code Labels

Graco requires a shipping label on every pallet, carton and/or container received. Please refer to the bar code manual at www.gracosupplier.com, click on quick link at the bottom of the page entitled: Bar Code Labels

C. Labeling Requirements

- All cartons, skids, parcels, crates shall have an address label or information clearly written in English on the shipping container indicating the shipper address and Graco's destination address per the instructions on the Graco Purchase Order
- When shipping multiple pieces, please mark each piece ___ of ___
 - Each shipping carton shall be marked or labeled with the following information: Graco's part number, number of units in each carton, and Graco's P.O. Number
 - Hazardous Material shipments shall be shipped in accordance with and be in compliance with all Local, State, and Federal requirements

D. Packing List Requirements

All Packing Lists shall be attached to the outside of the packages in which the product is being shipped. If multiple packages are included in a single shipment and individual Packing Lists are not placed on each package, the Packing List for that shipment shall be placed on the lead package (carton # 1)

- Graco's Purchase Order Number
- Graco's Purchase Order Line Item Number
- Proper product identification
- Quantity ordered and shipped
- Quantity previously shipped or on backorder
- Unit of measure
- Gross weight
- Net weight
- Transportation provider (see Carrier Selection section)
- Packing list page number if multiple

E. Marking Requirements

- Packing Lists shall be clearly pouched and visible on the outside of shipping unit or unit number 1 if multiple units are being shipped
- Shipping unit shall have shipping label prepared and clearly affixed to all shipping units
- Graco's Purchase order and item number shall be clearly visible on the outside of each shipping unit
- Date sensitive material noted on outside of shipping unit as required
- Case quantity noted on case lots
- Box quantity noted on each box
- Hazardous Material shipments shall be marked in accordance with and be in compliance with all Local, State, and Federal requirements

F. Packaging Requirements

- Shipper / Suppliers shall package products in packages, containers, reels, other closures or receptacles to ensure adequate protection against corrosion, static charge, discharge, deterioration and physical damage to ensure safe delivery
- All products are to be marked in accordance with the packaging standards for the National Motor Freight Classification (NMFC) for the products being shipped
- Please limit weight of individual cartons to no more than 40 lbs. each.

G. Palletized Loads

Products shall be arranged and grouped to facilitate efficient sorting or storage at the receiving location

- Pallets shall be in good condition, with no broken boards. The preferred pallet size is 48"x 36". Graco will also accept 48"x 40"
- Use Graco supplied pallets, if provided
- All wood packaging material used in support of international shipments, must comply to ISPM15
- If shipping on pallet, the Bill of Lading shall also indicate the number of cartons or pieces contained on each pallet or shipping unit

- Products shall be secured to the pallets with strapping and or shrink-wrap suitable for safe and efficient transportation
- The maximum height of cartons on a pallet shall not exceed 50" unless mutually agreed
- Products that are too large or heavy to be palletized shall be shipped in their own crates or containers suitable for forklift usage

H. Consolidated Shipments

Purchase Orders from a single origin to a single destination that is scheduled to ship the same day shall be combined into a single shipment and bill of lading. Multiple Purchase Order shipments shall be referred to and mark as "Mixed Load" shipments.

- Mixed Load shipment that are combined in a Master Carton, over-pack, or on pallets shall be clearly labeled as "MIXED LOAD" on the exterior of the shipping container
- Mixed Load shipments when palletized, shall also be clearly labeled on the exterior of the palletized load with clear and highly visible markings or labels that state "DO NOT BREAK DOWN PALLET"
- Each Purchase Order shall have its own packing list or a single packing list clearly marked "MASTER PACKING LIST"

I. Carrier Information

Please refer to the Carriers website for specifics with regards to size, weight limitations, and time in transit maps.

VIII. Graco Contacts

Department Contact	Email
Domestic	TrafficDomestic@Graco.com
International	Logistics@Graco.com
Trade Compliance	TradeCompliance@Graco.com
Graco Receiving Hours 7:00a.m. - 4:00p.m. CST	
Locations	
1150 Sibley Street	Minneapolis, MN
1201 Lund Blvd	Anoka, MN
20500 David Koch Ave	Rogers, MN
13225 Brockton Lane	Rogers, MN
59 - 9th Ave NE	Minneapolis, MN
88 - 11th Ave NE	Minneapolis, MN
Graco Sioux Falls Receiving Hours 7:00a.m. - 3:00p.m. CST	
3501 N 4th Ave	Sioux Falls, SD