

# Supply Chain Purchasing Supplier Packaging Requirements

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## 1.0 INTRODUCTION

This section describes the general guidelines required to provide damage-free parts during transit and in-plant handling, while keeping cost at a minimum. Included are basic packaging, labeling and shipping requirements that all Briggs & Stratton suppliers are expected to adhere to.

The focal point for package design and development is the point-of-use at Briggs & Stratton production facilities. Suppliers are responsible for designing their own packaging systems with input from Briggs & Stratton, emphasizing the development of complete and efficient packaging systems that should take into consideration, but are not limited to the following items:

- Part containment and protection
- Handling and storage
- Ergonomic considerations
- Dunnage requirements
- Operator's workspace
- Packaging waste
- Maximum number of parts per container
- Readily recyclable
- Part orientation
- Readily identifiable

Briggs & Stratton is committed to a cooperative effort with our suppliers to reduce waste and recycle materials whenever possible. Ideas that improve the safety, quality, efficiency and cost of the product or packaging that are proven to be economically feasible, are strongly encouraged. Please take this challenge and send any packaging improvements or changes to your Briggs & Stratton purchasing representative. Acceptable packaging systems must meet the overall guidelines outlined in this section and be approved by Briggs & Stratton.

## **2.0 GENERAL PACKAGING GUIDELINES**

The following is a list of guidelines that are important for the implementation of a successful packaging program.

### **2.1 PACKAGE DESIGN**

- Packaging must be designed to give proper protection to ensure damage-free parts during transit and in-plant handling.
- Excessive and unnecessary packaging must be avoided.
- Packaging must be designed for ease of use, avoiding excessive labor and use of time for part removal and packaging disposal.
- Ergonomics, weight, part orientation, and safety must be considered when developing all packaging. Regular shipments should be in single boxes weighing less than 35 LBS each. Boxes weighing more than 35 LBS must be clearly labeled as such by the supplier, as it requires two (2) individuals to lift/carry to prevent injury to our dock teams.
- Containers must never overhang the pallet.
- Unit pallet loads cannot exceed 3,000 pounds, unless approved by Briggs & Stratton (e.g., coil stock).
- For Forward Production, Briggs & Stratton prefers suppliers to use an engine pallet (258511) where possible or common pallet sizes like a 48" X 40" pallet.
- For Service, Briggs & Stratton prefers suppliers to provide items on our standard pallet (258502) or standard GMA 48" X 40" pallets. In addition, pallet height is restricted between 44"-54" or the pallets won't fit in the racks. Please coordinate as needed with your Briggs & Stratton purchasing contact.
- With input from Briggs & Stratton, suppliers will be responsible for the design, testing, and performance of all packaging used.
- Expendable packaging materials must be legally and economically disposable. Briggs & Stratton encourages the use of recyclable packaging materials whenever possible, especially in the case of pallets.
- All international pallets must comply with ISPM 15 regulations.
- Suppliers must submit plans of any packaging system before its use. Briggs & Stratton purchasing will authorize its use prior to implementation.

## **2.2 PARTS PROTECTION**

- Surfaces that are or will be finished, painted, or plated, must be properly protected.
- Machined and/or other surfaces that may be adversely affected by rust must be properly protected.
- Under normal warehouse storage conditions, packaging integrity must be sufficient to protect production parts for a minimum of six months and service parts a minimum of one year.

## **3.0 RETURNABLE PACKAGING**

- The supplier should make efforts to purchase returnable packaging wherever feasible.
- Packaging shall be dedicated to the specific supplier with permanent identification to include suppliers name, part number, container number, etc.
- It is the responsibility of Briggs & Stratton and the supplier to ensure the containers are used as efficiently as possible. This could include in-process use to reduce handling.
- It is the responsibility of Briggs & Stratton and the supplier to identify damaged containers. If discrepancies occur, the differences will be reviewed by Briggs &

Stratton Purchasing to determine the responsibility for replacement.

- It is the responsibility of the supplier to ensure all containers are cleaned & maintained following a documented & implemented process prior to reuse.
- Briggs & Stratton reserves the right to take a physical inventory of the returnable containers with notification to the supplier.
- All containers must have a minimum return ratio of 1:1.
- If containers supplied by Briggs & Stratton, such as wire baskets, and hi-boys are contaminated, DO NOT USE! Contact the Briggs & Stratton purchase planner for instructions.
- All containers must be made of recyclable materials.
- Suppliers must have a supply of expendable packaging on hand to compensate for shortages of returnable containers.

#### **4.0 PACKING SLIPS**

Packing slips are required for every shipment. Packing slips must contain the following information and be clearly legible:

- Part Number
- Revision Level
- Description of Part
- Total Quantity
- Number of Containers
- Supplier Name
- Purchase Order Number

NOTE: If the pallet is stretch wrapped, packing slip must be located on the outside for accessibility.

#### **5.0 SHIPPING TO GLOBAL SUPPORT**

The following information is required when shipping product to Briggs & Stratton Global Support “Dock to Stock” items:

- A sample of three (3) cartons and three (3) case labels that will be used; UPC must scan ANSI grade B.
- A sample of all artwork if applicable.
- Carton weight and dimensions.
- Case weight and dimensions.
- Pallet weight and dimensions.

This can be mailed or faxed to the following:

Briggs & Stratton Corporation  
ATTN: Packaging Manager  
N83 W12529 Old Orchard Road  
Menomonee Falls, WI 53051  
Fax: 414-259-5254

#### **5.1 GLOBAL SUPPORT LOGOS**

Briggs & Stratton’s Global Support packaging department personnel will determine logo style used on labels and cartons. The logo must meet Briggs & Stratton’s 667Y drawing.