



Raw Materials Vendor Compliance Information

Updated: **February 1, 2010 (updates in green type)**

To: Our valued vendors

In order to streamline receiving of your products and to uniformly handle all materials, the below stated requirements are considered an integral part of our purchase order (PO) policy. Compliance will facilitate both receiving and the invoice payment process.

Packaging & Labeling Requirements

1. Labeling:

- Each carton, skid, barrel, roll, etc. must have the Wolverine World Wide part number, product description, quantity per carton/bundle/skid, (depending on product and packaging) and our unit of measure as specified on the purchase order on each label in at least 1/4 inch block letters or numbers.
- Purchase order numbers and WWW part numbers are to be listed on the packing slip, carton label and invoice.
- All shipping units (cartons, rolls, etc.) must be marked 1 of __, 2 of __, 3 of __ etc.
- Packing slips are to be attached inside a plastic envelope securely attached to the exterior of the carton/skid/barrel for easy retrieval.
- All packing slips must contain our purchase order number, our part number, quantity per our unit of measure per part number, your invoice number, total pieces and weight.
- Vendors who supply military material must label each skid, box, roll, etc with a label identifying the material as military. The label will be at least 3” tall by 5” wide, with 2 inch black block lettering indicating “MIL”. Label will be orange in color. As determined by Department of Defense contract, vendors may be required to provide a Certificate of Compliance, certifying that the material meets contract requirements. The requirements of the Certificate of Compliance form are available from the purchasing department. The Certificates of Compliance must be sent with each shipment of material, secured to the material in an obvious location, in a plastic envelope.
- All chemical vendors must send MSDS update sheets to the Wolverine World Wide Corporate Safety and Health Department at time of shipment of new or changed products. Mail the MSDS sheets to:
Wolverine World Wide, Inc.
Safety and Health Department
HC127
9341 Courtland Dr. NE
Rockford, MI 49351
- A copy of the MSDS sheet must also accompany the initial order to shipping destination.

2. Packaging:

- Ship to the specific address as indicated on the purchase order. Multiple locations can be consolidated into one shipment, but must be packaged, labeled and manifested separately.
- All cartons/bundles addressed to the Wolverine World Wide facilities must be shipped on pallets unless other arrangements are made in advance, in writing with the Purchasing Department. Pallets will be 48”x 40”. The vendor is responsible for providing appropriate size/strength pallets (example may be a larger pallet may be used in the case of heavy material i.e. barrels of chemicals are shipped on larger/sturdier pallets. Pallets smaller than 48”x 40” can be used, but entire load (material and small pallet) must be secured to a 48” x 40” pallet via metal (or equivalent) banding.

3. Dominican Republic Pallet Requirements:

- All wood packaging materials and dunnage must be treated and marked in accordance with ISPM15 regulations (International Standard on Phyto-Sanitary measures).
- Information regarding ISPM15 may be found on the Web at www.ispm15.com

4. Dominican Republic Hazardous Materials

- All hazardous materials whose ultimate delivery destination is the Dominican Republic must be accompanied by an IMO form. The IMO form is the shipper’s certification that the contents of the shipment are fully & accurately described by proper shipping name and are classified, packed, marked and labeled. Additionally, the IMO certifies that the shipment is in the proper condition for transport according to the applicable international & national regulations. The description of the goods must be in technical (generic) names, not in brand (trade) names.
- The International Maritime Dangerous Goods (IMDG) Code governs the carriage of goods by sea. The IMDG code is published by the IMO (International Maritime Organization). www.imo.org

Shipping Requirements

1. Routing Instructions

- Please log on to www.wolverineworldwide.com. In the black bar across the top of the page, click [Contact Us](#). On the left side of the page, click on [Raw Materials Vendor](#). All information regarding packaging, labeling, routing and proper bill of lading preparation is available at that point as additional links.

2. Advance Shipping Information for ALL destinations

- 24 hours prior to the day of shipment, please email the FedEx tracking #s or a copy of the LTL bill of lading & a copy of the shipment’s packing list to: wwwrawmaterials@wwwinc.com & dispatch@colonialtrucking.com.
- For goods exporting to the Dominican Republic, please include a certificate of origin.

3. Exports to the Dominican Republic

- Please review & follow the instructions detailed in the document available at: <http://www.wolverineworldwide.com/downloads/2010/USExportsToDR.pdf>

NOTE: Failure to follow the above labeling, packaging & shipping requirements may result in chargebacks or invoice deductions. Each violation will result in a minimum charge of \$100.00 plus the freight difference. Upon the third violation for the same non-compliance, the charge will increase to \$500.00 per violation.

Thank You,

Eric Goldner
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