



## **Raw Materials Vendor Compliance Information**

**Revised: February 4, 2013**

### **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 Worldwide part number, product description, quantity per carton/bundle/skid, (depending on product and packaging) and out unit of measure as specified on the purchase order on each label in at least ¼ inch block letters or numbers.
- Purchase order numbers and WW part numbers are to be listed on the packing slip, carton label and invoice.
- 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 the material meets contract requirements. The requirements of the Certificate of Compliance form are available from the purchasing department. The Certificate 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 Wolverine Worldwide Corporate Safety and Health Department at the time of a new shipment of new or changed products. The MSDS sheets may be mailed to :
  - Wolverine Worldwide, Inc.
  - Safety and Health Department HC -1-27
  - 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 need addressed to Wolverine Worldwide 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 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 material and dunnage must be **treated and marked** in accordance with ISPM15 regulations (International Standard on Phyto-Sanitary Measures).
  - Information regarding ISPM 15 may be found on the Web at [www.ispm15.com](http://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 the contents of the shipment are fully & accurately described by proper shipping name and are classified, packed, marked, and labeled. Additionally, the IMO certifies the shipment is in the proper condition for the transport according to 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. IMDG code is published by the IMO (International Maritime Organization). [www.imo.org](http://www.imo.org)

## Shipping Requirements

1. Weekly cut-off for shipments routed through Colonial are:
  - Shipments whose final destination is the Dominican Republic must arrive at Colonial **no later than Thursday**.
  - Shipments whose final destination is Rockford or Big Rapids, MI, must arrive at Colonial **no later than Thursday**.
2. Routing Instructions
  - Please log on to [www.wolverineworldwide.com](http://www.wolverineworldwide.com). Towards the bottom of the page in black type click on **Contact Us**. On the left side of the page, click on **Raw Material Vendor**. All information regarding packaging, labeling, routing and proper bill of lading preparation is available at that point as additional links.
3. Advance Shipping information for shipments being shipped to Colonial Truck with the final destination of the Dominican Republic is also available.
  - On the **day of the shipment**, please email the **Fed Ex tracking #'s** or **a copy of the LTL or Truckload bill of lading**, a copy of the **shipment's packing list**, and **certificate of origin** to [wwwrawmaterials@wwwinc.com](mailto:wwwrawmaterials@wwwinc.com).
4. Advanced shipping information for ALL other destinations
  - On the day of the shipment, please email the **Fed EX tracking #'s** or a **copy of the LTL/Truckload bill of lading & a copy of the shipments packing list** to : [wwwrawmaterials@wwwinc.com](mailto:wwwrawmaterials@wwwinc.com).
5. Exports to the Dominican Republic
  - Please review & follow the instructions detailed in the document available at : <http://www.wolverineworldwide.com/download/2010/USExportsToDR.pdf>

NOTE: Failure to follow the above labeling, packaging, & shipping requirements may result in chargebacks or invoice deductions.