

Graco USA Inbound Routing Guide



Table of Contents

1) International

- I. How to Determine Routing Method**
- II. How to Make a Booking**
- III. Requirements**
 - A. Invoice**
 - B. Insurance**
 - C. Bill of Lading**
 - D. Labels**
 - E. Packing List**
 - F. Marking**
 - G. Packaging / Palletizing**
 - H. Consolidating**
- IV. ISF**

2) Domestic

- V. US Domestic Carrier Selection**
 - A. Parcel**
 - B. Less-Than-Truck Load (LTL)**
 - C. Truck Load**
 - D. Third Party Freight Shipments**
 - E. Minneapolis/St. Paul Metro Area**
- VI. US Domestic Shipping**
 - A. Domestic Bill of Lading Requirements**
 - B. Bar Code Labels**
 - C. Labeling Requirements**
 - D. Packing List Requirements**
 - E. Marking Requirements**
 - F. Packaging Requirements**
 - G. Palletized Loads**
 - H. Consolidated shipments**
 - I. Carrier Information**
- VII. Contacts, Receiving Hours Locations**

****Continued on next page*

International

I. 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 use only UPS** - 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.

II. How to Make a Booking

Contact the EFW representative for your region and provide cargo details, ready date, shipment mode, commercial documents, etc. 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.

- If you are a new supplier or have not been provided a routing order, please contact logistics@graco.com

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

***Continued on next page

III. Requirements

A. Invoice

Must contain the following data:

- Graco Purchase Order Number
- Graco part number, clearly defined
- Incoterms – Graco preferred terms are EXW or FOB origin (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.graco.com and click “For Supplier” in the black bar, then click Supplier Reference

- 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

***Continued on next page

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 pouches 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"

****Continued on next page*

- 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"

IV. ISF

- Late or inaccurate submission of ISF will result in a US Customs penalty of USD \$5000.
- The below elements that need to be sent to EFW 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/

****Continued on next page*

Domestic

V. US Domestic Carrier Selection

- **Parcel:** Do not declare a value for insurance purposes.

UPS or 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.**

To obtain Graco Inc.'s account number, please contact Graco's Logistics Department at trafficdomestic@graco.com or your Graco Category Manager. Note that when using Graco account you must include zip code 55413 that is tied to Graco account number or the shipment will error out.

- **Truckload** - Shipments **greater than 10,000 lbs or 10 linear feet.** Applicable to all Graco destinations. **BOL must show collect and Graco PO #.** To arrange pick up - contact Graco Traffic trafficdomestic@graco.com

- **Shipping from Minneapolis/St. Paul Metro Area**

Less-than-truckload (LTL):

A&H 651-454-9550 - **Must provide PO number and/or GL Coding**

Same Day Courier:

Priority Courier 651-748-4477 - **Must provide PO number and/or GL Coding**

To obtain Graco Inc.'s collect account number, please contact Graco's Domestic Traffic department at trafficdomestic@graco.com or contact your Graco Category Manager

- **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 CT Logistics Team 15
P.O Box 30382
Cleveland, OH 44130

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 for making sure that anyone shipping on your behalf to Graco follows this guide. *See Graco preferred carrier list above*

Less than truck load (LTL) – continued next page.....

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

***No account numbers required* Must use third party billing for collect shipments:**

The bill of lading must include:

Third party billing:

Graco, Inc
c/o CT Logistics Team 15
P.O. Box 30382
Cleveland, OH 44130
216-267-2000 x 2171

***Note carriers for inbound to Graco on next page:**

Check the lanes below and use the appropriate carrier for shipping from your state. If your state combination is not listed below, please contact trafficdomestic@graco.com for the appropriate carrier.

Shipping to Graco MN Locations

Ship from state			
AL	NE	AZ	MT
AR	NH	DE	ND
CA	NJ	FL	NM
CO	NV	IL	WY
CT	NY	IN	Carrier Dayton
GA	OK	ME	
IA	OR	MI	
ID	SC	MO	
KS	SV	NC	
KY	TN	OH	
LA	UT	PA	
MA	VA	RI	
MD	VT	SD	
MN	WA	TX	
MS		WI	
Carrier XPO		Carrier R&L	

Shipping to Graco Sioux Falls Location

Ship from state	
SD	All remaining states
KY	
NY	
SC	
Carrier R&L	Carrier XPO

Shipping to Graco Ohio Location

Ship from state	
OH	All remaining states
KY	
PA	
IN	
Carrier R&L	Carrier XPO

VI. 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.graco.com , and click "For Supplier" in the black bar then click "Supplier Reference", then click "Supplier Bar Code Manual".

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

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 lists 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

D. Marking Requirements

- Packing lists shall be clearly pouches 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

E. 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.

F. 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

G. - 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.

***Continued on next page

VII. Graco Contacts

Department Contact	Email
Domestic	TrafficDomestic@Graco.com
International	Logistics@Graco.com
Return Goods	RDCreturngoods@Graco.com
Trade Compliance	TradeCompliance@Graco.com

Dayton Distribution	DCLeads@Graco.com cc:, Timothy_D_Larson@Graco.com, (shipping) Steven_R_Taratuta@Graco.com, (shipping) Sarah_B_Altepeter@Graco.com (receiving)	
	Graco Receiving Hours 7:00a.m. - 4:00p.m. CST – No appointment required	
1150 Sibley Street	Minneapolis, MN 55413	
1201 Lund Blvd	Anoka, MN 55303	
20500 David Koch Ave **Dock hours 7:00-3:00pm**	Rogers, MN 55374	
88 - 11th Ave NE	Minneapolis, MN 55413	
Dayton Campus Locations		
12655 W French Lake Road (Manufacturing) **Dock hours 7:00-3:00pm**	Dayton, MN 55327	
12225 W French Lake Road (Graco Distribution Center)	Dayton, MN 55327	
Graco Sioux Falls Receiving Hours 7:00a.m. - 4:30p.m. CST – No appointment required		
3501 N 4th Ave	Sioux Falls, SD 57104	
Graco Ohio Receiving Hours 7:00a.m. – 3:30p.m. EST – No appointment required		
8400 Port Jackson Ave NW	North Canton, OH 44720	