



March 19, 2015

Subject: BBG Packaging, Labeling and Palletizing Instructions

Dear Brunswick Boat Group Supplier,

As our company continues our initiative to manage the cost of our inbound freight and ensure efficiencies in receipt of the goods shipped from our supply base, we respectfully request your adherence to the Brunswick Boat Group (BBG) Routing Guide and to the BBG Packaging, Labeling and Palletizing Instructions. Please access the BBG Routing Guide to review the BBG mandated freight carriers and to access the Packaging, Labeling and Palletizing Instructions. You may access the BBG Routing Guide via:

<http://www.routingguides.com/Brunswick%20Boat%20Group/login.asp>.

We feel this request of our supply base is a reasonable request. Historically we have not issued charge backs to our suppliers for non-conformance; however, it has now become necessary for us to consider doing so. **Effective April 2, 2015**, we will consider the following charge backs to our suppliers that do not adhere to the instructions in the BBG Routing Guide:

- **Non-conformance Packaging, Labeling, Palletizing per shipment: \$75**
- **Non-conformance to Routing Guide per shipment: \$75**

I am attaching a copy of our Packaging, Labeling and Palletizing Instructions, but I also request that you sign in to the BBG Routing Guide web address to review the mandated freight carriers/shipping instructions, along with our Packaging, Labeling and Palletizing Instructions.

Please feel free to contact the appropriate BBG Buyer or myself with any questions or concerns you may have.

Thank you in advance for your understanding of the importance of this matter.

Best Regards,

A handwritten signature in blue ink that reads "Jan Morton".

Jan Morton

VP Supply Chain

BRUNSWICK BOAT GROUP PACKAGING, LABELING & PALLETIZING INSTRUCTIONS

PACKAGING INSTRUCTIONS

- Shipments must be sufficiently packaged to withstand the pressure applied by the weight of the contents for each package, so to prevent damages, splitting, spillage or theft during transit. Please see <http://www.ista.org> or <http://www.astm.org> for more information.
- Master Shipping packages must be designed so they can fit on an approved pallet size +/-1" overhang with the product vertical orientation according to its intended stack configuration.
- Product shipped on a pallet should have a stack height less than 48" (including pallet height).
- Corrugated shipping containers weighing less than 50 lbs. must be securely closed using glue or tape. When tape is used it is to be applied in smooth and consistent manner without wrinkles.
- Freight loading is a critical component to package integrity in distribution. All packages must be tightly stacked into the cargo container or trucks to minimize space for load shifting. Any vacant space in the container is to be filled with an air bag and inflated to the correct pressure to not crush or damage adjacent product. Rope tie-downs and bracing to the floor and wall of the container is an acceptable alternative.

LABELING INSTRUCTIONS

- All shipments must be accompanied by the following:
 - *Packing slip and BOL (required for freight payments)*
 - *BBG PO number*
 - *Appropriate factory BBG MRP part number*
 - *Brief description and quantity shipped per unit of measure stated on the PO*
- All container labels must be attached to each container with the same information as the packing slip.
- For all LTL shipments, a copy of the packing slip must be securely attached to the material being shipped and must arrive at the final destination.
- Hand written labeling must be clear and legible (black permanent ink)
- All UPS labels must be clearly marked with PO# in reference field #1 or reference field #2

PALLETIZING INSTRUCTIONS

- Group together all single SKU pallets and residual SKUs
- All cartons/packages MUST be shrink-wrapped or banded on pallets.
- Label pallets with multiple item SKUs as "**Mixed Pallet**"
 - All "Mixed Pallets" must have outward facing SKUs or labels.
 - Please avoid hidden cases within a "Mixed Pallet"
- All **Palletized** product should be placed on the following:
 - 48" x 48" Class (A) or (B) Pallet
 - Must be free of defects
 - Stack no higher than 48"
 - Any non-approved skid must be approved by inbound.logistics@brunswick.com, prior to shipping.
- All Pallets must be clearly marked and identifiable.
 - When shipping over one skid please make note of pallet number (EX: 1, 2, 3...)
 - Note the final destination on all pallets/containers shipped.
- When shipping custom packaging/crates please get documented approval from the BBG buyer prior to shipment date.

SOLID WOOD PACKAGING REQUIREMENTS NEEDED FOR INTERNATIONAL ORDERS (MB, IP, IJ, IL) – BRUNSWICK MEXICO, BRUNSWICK POLAND, BRUNSWICK BRAZIL AND BRUNSWICK PORTUGAL.

- All solid wood packaging materials (WPM) used in international shipping must be ISPM-15 compliant and contain the IPPC export certification stamp. Included in this list are pallets, crates, dunnage, boat cradles, etc. used in the packaging of materials/goods that are shipped internationally. Properly compliant materials will need to be heat treated (HT) or fumigated (MB – Methyl Bromide) and stamped with the approved IPPC logo, preferably on at least 2 sides of the wood.
- Please be advised that in order to be in full compliance, thus avoiding customs delays at the final destination, you should make sure these regulations are currently implemented and followed at your facility. In case of non-compliance, the freight will be refused at the port. U.S. Customs may issue claims for damages and/or penalties against importers or other parties for importing wood packaging material in violation of the regulations. Detailed information regarding ISPM-15 regulations or a complete country reference list is available by contacting BBG Trade Compliance tradecompliance@brunswickboatgroup.com