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Packaging Specifications, External Suppliers

Tennant Company

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TABLE OF CONTENTS

| | |
|---|----------|
| 1. Purpose | 1 |
| 2. Delivery Documentation | 2 |
| 2.1 Packing List Detail | 2 |
| 3. Packaging..... | 3 |
| 3.1 All Tennant Locations..... | 3 |
| 3.2 US Specific..... | 4 |
| 3.3 Europe Specific | 4 |
| 4. Environmental and Disposal Attributes | 5 |
| 4.1 Environment Responsibilities | 5 |
| 5. Pallets | 6 |
| 5.1 For Deliveries to Tennant US Locations | 6 |
| 5.2 For Deliveries to Tennant Uden Location..... | 7 |

Packaging Specifications, External Suppliers

1. PURPOSE

Suppliers are expected to provide packaging that will protect product throughout the complete distribution chain, from the supplier to Tennant Company. Primary shipping cartons from suppliers must be able to withstand the small parcel shipping environment. Larger, bulkier items from suppliers need to withstand the rigors of less-than truckload (LTL) shipping and multiple handling.

All products / shipments must appear new, clean, intact and in saleable condition when they reach Tennant. Shipments shall be free of dirt, dents, scratches, scuffs, oil, burn marks, punctures or other deformation or physical blemishes. Damaged product slows down the receiving process due to clean-up, item identification, determining disposition, etc. Product that is not saleable leaves our inventory below our planned levels, putting Tennant at risk of failing the customer's request.

Shipments that will travel internationally must be packaged to withstand the hazards of inland and ocean transportation, below deck stowage and multiple handling. Special consideration shall be given to the packing to ensure that breakage, damage and theft are prevented; rust and corrosion are inhibited and water intrusion is prevented.

In the case where product is received which does not conform to the above specifications, the product will be returned to the supplier using the Tennant 'return to supplier' procedure.



Packaging Specifications, External Suppliers

2. DELIVERY DOCUMENTATION

Deliveries must be marked and accompanied by documentation as follows:

- ◆ All products shall display the bar code information outlined in the [Material Identification, External Suppliers](#) documentation.
- ◆ First copy of packing list must be placed inside the carton, box, or crate and marked, **Packing List Enclosed**.
- ◆ Second copy of packing list must be placed in an envelope attached to each separate shipment.
- ◆ The packing list shall be folded such that no description of the product is visible from the outside.

2.1 Packing List Detail

Each packing list must include:

- ◆ Seller's, i.e., exporter complete company name and address, including contact name, telephone and email address
- ◆ Buyer's, i.e., importer complete company name and address,
- ◆ Consignee, i.e., ship-to party complete company name and address, including contact name and telephone number,
- ◆ Shipper's, i.e., ship from complete company name and address, if different from seller,
- ◆ Tennant purchase order number(s) (or applicable reference number, e.g. return authorization number), and
- ◆ Package/carton and piece/pallet quantities.

2.1.1 Packing list line item detail

Each line item on the packing list must include:

- Case number,
 - Detailed description of products, including name by which each item is known, Model number(s), Material and/or Part numbers,
 - Item quantities and unit of measure for each product,
 - Total number of boxes in shipment, and
 - Item gross and net weights.
-

Packaging Specifications, External Suppliers

3. PACKAGING

3.1 All Tennant Locations

For deliveries to all locations: A package that must be shipped, stored or stacked in a certain position must display appropriate arrows and instructions. Hand-drawn arrows or instructions are not acceptable. Products containing hazardous substances should display the necessary hazardous signs indicating the nature of the hazardous product, such as the product UN ID Code and relevant Class ID Labels on the package.

Styrofoam filler, commonly referred to as “peanuts” or “popcorn”, is unacceptable.

Packaging and Labeling Requirements specific to International Shipments include:

◆ Packaging (in general)

- All wooden packaging materials must be ISPM15 compliant. Failure to comply with this requirement will result in the return of the goods back to its origin along with potential fines and penalties.
- The seller's foreign shipper shall provide products in packaging suitable for export to the designated carrier/freight forwarder.
- The supplier or his agent is required to properly block and brace all shipments to secure the load from moving within the container for the entire shipment, door to door, per International Maritime Standards. This is especially important for less than a container load (LCL or LTL) quantities shipping as a full container load (FCL or FTL). Failure to do so may result in carrier non-acceptance, or if additional safety preparation is required to move the cargo, costs will be passed back to the supplier or his agent.
- United States Department of Homeland Security now requires all containers transiting via ocean are to be sealed using ISO/PAS 17712 Standard seals or bolts. For more information about these requirements, visit the following U.S. Government Customs Border Protection website at:

http://www.customs.gov/xp/cgov/trade/cargo_security/ctpat/security_criteria/

- Air Freight shipments packaged in cartons large enough to contain a person must be secured with metal banding on all four sides.

◆ Country of Origin Markings – See [Importing into the US, Section 6.2](#) and include this language in packaging specifications.

◆ Packing list – See [Importing into the US, Section 2.3](#) and include this language into the packaging specifications.

Packaging Specifications, External Suppliers

3.2 US Specific

For deliveries made in the US, all packaging must be capable of passing an ISTA (International Safe Transit Association) 1 series test cycle as a minimum. The ISTA 2 & 3 series and ASTM (American Society for Testing and Materials) D4169 test cycles will more accurately simulate the Tennant distribution channels and are recommended where available.

International Safe Transit Association <http://www.ista.org>

American Society for Testing and Materials <http://www.astm.org>.

Products shall fit flush or within 2" inside the perimeter of the pallet. If this cannot be accomplished due to product configuration, supplier must demonstrate that the unit load passes International Safe Transit Association (ISTA) test method 1E. All solid wood packaging material (including pallets) will have moisture content at or below 20% at the time of shipment.

Corrugated transit shippers for Tennant will be compliant to Item 222 of the National Motor Freight Traffic Classifications. Packages meeting this performance standard are to be labeled with the box manufacturer's certificate stamp.

Tennant requires all packaged product weighing greater than 100 lbs. to be marked with a warning logo to identify heavy lifting. Any industry standard logo that identifies strenuous material handling is acceptable. All items over 150 lbs. will be palletized for machine lift.

3.3 Europe Specific

For Deliveries made in Europe, Suppliers are required to use standard quality 'Euro pallets' (80 cm x 120 cm) which can be exchanged at the point of delivery. Where necessary, Tennant located in Uden, Netherlands (TNV) is prepared to operate a pallet pool exchange service. Deliveries made to TNV using 'Euro' pallet format are not accepted with an overhang.

TNV will make agreements with suppliers delivering product on pallets to have set quantities per part per pallet. (This is a reflection of the purchase order quantity.) This determines the height of the pallet. In the case where smaller quantities of product do not maximize the pallet volume potential, multiple products may be loaded. In these cases the pallet should be marked as 'Mixed Product'. For 'mixed product' pallets, the maximum height is 1.50cm. Product delivered to Tennant / Uden, Netherlands in boxes, (on or off pallets) should not exceed 25 kg.



Packaging Specifications, External Suppliers

4. ENVIRONMENTAL AND DISPOSAL ATTRIBUTES

All packages containing environmental claims or recycle symbols will comply with applicable government regulations as designed through the FTC and EPA.

<http://www.ftc.gov/bcp/online/pubs/general/sortgrn.htm>

Suppliers delivering product to TNV are subject to 'European packaging regulations' complying with country specific environmental policies.

All solid wood packaging materials (including pallets) will have the appropriate pallet markings to indicate completion of a treatment method to prevent infestation in accordance with 7 CFR 319.40 as published by the US Department of Agriculture. Further details on fumigation treatments and compliance requirements, please reference. <http://www.aphis.usda.gov/ppq/wpm/import.html>

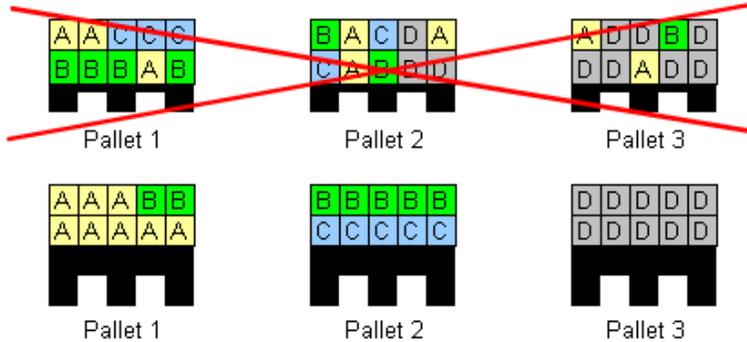
4.1 Environment Responsibilities

Packaging needs to be adequate to ensure the safe delivery of product, packaging where possible should be of recycled materials and be recyclable. Any recyclable materials should display the appropriate markings. We will support any suggestions you may have to reduce packaging or consolidate deliveries.

Packaging Specifications, External Suppliers

5. PALLETS

Consistency is required in the way the goods are packed as shown below. (Standard number of parts per handling unit)



Consolidate parts per handling unit, per purchase order number.

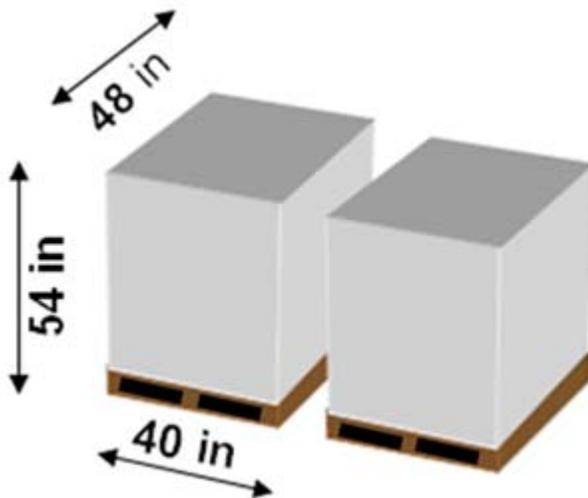
Stretch wrap must be secured to the pallet, tightly wound around the product, and cover the top of the pallet so that all cartons are enclosed by the stretch wrap. Stretch wrap should be clear to ensure all labels are visible and readable through the stretch wrap. Mixed load labels should be on at least two sides.

5.1 For Deliveries to Tennant US Locations

Suppliers may use their standard size pallets. Pallets must be a minimum of class B or better without splinters, splices, broken deck boards or broken or damaged stringers. If multiple size pallets are available, then Tennant prefers 48"x40" with a loaded height of not more than 54" Acceptable pallets must also meet the National Wooden Pallet & Container Association's specifications for pallets matching these dimensions. Pallets in excess of 1500 lbs. must be clearly labeled.

Dimensional Data Requirements:

Tennant requires the certain physical attributes regarding the Product in order to store and ship the Product. The following physical attributes are required:



Quantity: Indicate the number of units at all pack levels.

Description: Indicates the type of packaging (example: envelope; CTN – carton; TBE – tube; BAG – bag).

Length: detail length in inches. Understructures are to be included in the dimensions.

Width: detail width in inches.

Height: detail height in inches.

Weight: detail weight in pounds to the nearest .001 of a pound. Understructures are to be included in the product weight.

Dimensions must be expressed in inches correct to the nearest 0.1 inches.

Orientation must be noted for items that must be stored in a specific direction. The dimension that represents the height or vertical dimensions is the orientation dimension.

Packaging Specifications, External Suppliers

All new items will be inspected for size and weight accuracy, which is critical for distribution. New item accuracy will be measured and reported as part of the Suppliers performance evaluation.

5.2 For Deliveries to Tennant Uden Location

All goods must be soundly packed on EURO-footprint pallet types.

