



Dear Vendor:

Fellowes, Inc. is committed to providing its customers with products that consistently meet or exceed their product availability expectations. Therefore, Fellowes requires our vendors to deliver merchandise on-time and accurately without incurring unnecessary expense. The following routing guide was developed to assist our vendors in meeting these goals.

This routing guide consists of Fellowes operational standards, logistics requirements, and routing instructions for all U.S. domestic inbound shipments. The vendors doing business with Fellowes, regardless of shipping terms (pre-paid or collect), are required to comply with the standards and requirements as stated in this guide. There should be no deviations from this guide without prior written approval. Failure to comply with these requirements may result in administration fees or other penalties.

Please read this guide carefully and distribute to the appropriate personnel within your organization.

Should you have any questions, please contact your respective Fellowes Planner/Buyer.

Thank you for your efforts---we look forward to a continued and prosperous partnership!



Supplier Acknowledgment of Fellowes, Inc. U.S. Domestic Inbound Routing Guide

By signing below, supplier acknowledges that they have carefully read, understood and agree to the guidelines established within the Fellowes U.S. Domestic Inbound Routing Guide. In addition, supplier confirms that the guidelines set forth in this routing guide have been reviewed with everyone who may be involved in the fulfillment of the requirements. Supplier agrees to comply with these guidelines. Supplier will fully acknowledge that non-compliance with these guidelines may result in additional cost to the supplier.

In addition, as a valued supplier to Fellowes, Inc., it is imperative that the country of origin of "Made in USA" product/goods supplied to Fellowes is documented and on file at our facility. We respectfully request that you supply Fellowes with a blanket Certification of Origin under the North American Free Trade Agreement (NAFTA) for all product you supply to Fellowes, that qualify for the NAFTA preferential tariff treatment by December 1st of each year. Fellowes item number must be listed in the description for each item.

Supplier Name: _____

Supplier Representative Name: _____

Supplier Representative Signature: _____

Title: _____

Date: _____

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1. Packaging/Labeling/Documentation

1.1 Packaging Requirements

Appropriate packaging will ensure that Fellowes' products make it successfully through the supply chain. In addition, appropriate packaging will also permit timely payment from Fellowes and avoid unnecessary costs due to rework or returns. The following guidelines apply:

- Package the product in quantities mutually agreed upon with the Fellowes Planner/Buyer.
- Package the product in the type and size of packaging mutually agreed upon with the Fellowes Planner/Buyer.
- Label each package according to Fellowes' standards, detailing the package quantity in units specified by Fellowes part numbers.
- Ensure that the packaging remains intact. The packaging must safeguard the product as it travels from its origin to the Fellowes delivery destination, and on to the ultimate customer.
- Crates must be sealed properly with nails or staples.
- Plastic bags must be sealed.
- If any product arrives damaged, it will be refused at the Fellowes facility. It will be the delivering carriers' responsibility to inform the vendor of the damage and arrange for the damaged product to be returned at the vendor's expense (unless alternate arrangements are made with the Fellowes Planner/Buyer).

1.2 Shipping Cartons

- Each shipping carton should contain only one Fellowes Part Number per carton.
- Shipping cartons must meet standards for corrugated material.
- Raw material carton weight must not exceed 45 lbs.

See Appendix A for carton specifications.

1.3 Sealing

- All carton closures must comply with regulations specified in the National Motor Freight Classification (NMFC).
- Tape width must be two inches minimum.
- Tape should be positioned two inches from flap overhang.

1.4 Raw Material and Pallet Labeling Requirements

Fellowes requires our vendors to follow these labeling requirements on all raw material product shipped to our facilities. All labels must:

- Be easily distinguishable and readable.
- Be at least 48-point in size, unless the package size dictates use of a smaller size.
- Be isolated from other printing or labeling areas and must not conceal any existing printing or labeling.
- Not be covered or obscured by staples, tape, or glue.
- Be printed on the package by the packaging manufacturer on paper labels fastened to the package. Labels may NOT be hand printed.
- Use printed arrows and instructions to show the product's correct shipping, storage, and stacking positions when appropriate.
- Include legends, such as "Glass" and "Fragile" when appropriate.
- Include Fellowes Part Number.
- Include item revision.
- Include barcode for Fellowes Purchase Order Number, Fellowes Part Number and carton/pallet quantity.



Carton/Pallet Label

Carton/Pallet label includes Fellowes purchase order number w/barcode, Fellowes item number w/barcode, Fellowes part description, quantity per carton/pallet w/barcode.

* **NOTE:** If the master carton size is too small to accept a full size master carton label, reduce the label proportionately so that it fits the smaller master carton size. The label must remain readable and not skewed or nonsymmetrical in any way.

Specifications - **Symbology: code 128**

Barcode dimension: 2-5/8" (W) X 1-3/8" (H).

Specifications- **Symbology: Code 128**

Location as shown in graphic below.

Specifications – **Font size** to be at least 16-point in size

With human readables on top and bottom of the barcode.

Master Carton Label Template

PO #	
	
474691	
ITEM #	Description
	OUTER - 07243
601893	
CARTON QUANTITY	
	
4000	

1.5 Packing Lists

All shipments must include a packing list that is readily available upon delivery to Fellowes. The packing list must contain the following information:

- Vendor Name and Address.
- Ship To Address.
- Valid Fellowes Purchase Order Number.
- Fellowes Item Number.
- Lot/Revision.
- Quantity Ordered (in Eaches).
- Quantity Shipped (in Eaches).
- Quantity Ordered (in Cartons).
- Quantity Shipped (in Cartons).
- Manufacturer's Declaration of Conformity (required as of June 2012).

See Appendix B for a sample packing list.



1.6 Bill Of Lading/Delivery Receipt Requirements for Domestic Shipments

A Bill of Lading or Delivery Receipt must be included with each shipment. The following information should be included:

- Actual Ship Date.
- Carrier Name.
- Destination Address.
- Shipping Point (City, State, Zip Code).
- Fellowes Purchase Order Number(s).
- Number of Cartons Shipped.
- Total Weight shipped.
- Trailer Number (truck load shipments only).
- Seal Number (truck load shipments only).
- Fellowes Delivery Confirmation Number.

1.7 Vendor Invoice Requirements for Domestic Shipments

Fellowes requires our vendors to follow these invoicing requirements on all domestic shipments:

- One Shipment per Invoice.
- One Purchase Order per Invoice.

The following information must appear on all invoices:

- Fellowes Purchase Order Number.
- Fellowes Part Number.
- Part Description.
- Unit of Measure (must be identical to Fellowes' unit of measure stated on purchase order).
- Quantity (must be in Fellowes' unit of measure as stated on purchase order).
- Part Cost (must be in Fellowes' unit of measure as stated on purchase order).
- Date Shipped.
- Packing List Number.
- Supplier Phone and Fax Numbers.
- Ship To Location.

Credit Memos must include original Invoice Number or Fellowes Debit Memo Number.

Documentation on product shipping from outside of the U.S. being billed from a U.S. location must include:

- Bill of Lading.
- Certificate of Origin.
- Packing List.
- Invoice.



2. Shipping

Fellowes requires our vendors to follow these shipping requirements on all domestic shipments:

2.1 Palletization

- Each pallet must be labeled with Pallet ____ of ____ Pallets in the upper right corner of one of the sides so it is easily visually located.
- All pallets must contain like items when quantities allow.
- Broken or damaged pallets are not acceptable.
- Full pallet weight must not exceed 1500 lbs.
- Pallets with multiple PO numbers must clearly note each PO number on the pallet.
- Pallets with mixed product must be labeled "mixed merchandise" or mixed SKU's.
- All Domestic LTL and Truckload shipments must be palletized (floor loading is not acceptable).
- Pallets must be 48 x 40 inch, 4 way, GMA # 2 or better wood pallets.
- The maximum height of a pallet is 52 inches including the pallet (50 inches including pallet for raw materials), the maximum width must not exceed 40 inches, and the length must be 48 inches.
- All pallets must be shrink wrapped in clear plastic and constructed in a tie and tier manner (chimney stacks are not acceptable).
- Merchandise must not overhang the pallet edge.
- Any exceptions to these requirements must have written approval from the Fellowes Planner/Buyer.

2.2 Parcel Shipments

- All cartons must contain a Packing List (refer to Section 1.5 for packing list specifications).
- One Purchase Order per Invoice.
- Shipments must be packaged so that the contents are sufficiently protected against damage while in transit.
- Accepted packing to fill any void include solid foam, air pillows and paper (Styrofoam peanuts, crinkle wrap and shredded paper are not acceptable).

2.3 Air Freight

All air freight shipments must be approved in advance by the Fellowes Planner/Buyer and must contain the following information:

- Fellowes Purchase Order Number.
- Carton must be marked Carton ____ of ____ Cartons.



2.4 Fellowes Domestic Receiving Locations

Illinois:

6525 Muirfield Court
Hanover Park, IL 60133
630-539-3845
HANOVERPARKRECEIVING@FELLOWES.COM

1789 Norwood Avenue
Itasca, IL 60143
630-671-8424
ITASCADISTRIBUTIONRECEIVING@FELLOWES.COM

Nevada:

3051 N Marion Drive
Las Vegas, NV 89115
702-948-3100
LVRECEIVING@FELLOWES.COM

2.5 Delivery Appointment Guidelines

Delivery appointments are scheduled between 6am and 5pm Central Standard Time in Illinois. Delivery appointments are scheduled between 6am and 1pm Pacific Standard Time in Nevada. Email is the preferred method for scheduling delivery appointments, refer to Section 2.4 for contact information. **An appointment must be requested at least 24 HOURS in advance of delivery.**

To schedule a delivery the following must be provided:

- Carrier Name.
- Vendor Name.
- Valid Fellowes Purchase Order or Return Authorization Number(s).
- Total Number of Pallets.

Fellowes will assign a Delivery Confirmation Number for the scheduled appointment day and time. The Delivery Confirmation Number will be requested at the time of delivery and must appear on the Bill of Lading or Delivery Receipt.

Fellowes allots 15 minutes plus or minus the scheduled delivery appointment. Fellowes will do their best to accommodate late deliveries into our schedule, but cannot guarantee that late deliveries will not be refused. Fellowes is not liable for any charges incurred due to missed appointments.



2.6 Fellowes Preferred Carriers

Vendors shipping collect may only use a Fellowes preferred carrier as listed below:

Parcel Carrier

Parcel shipments are for deliveries up to 300 lbs.

Carrier Name	SCAC Code	Service Region	Contact/Dispatch Number
United Parcel Service	UPSS	Worldwide	Contact Your Local Terminal

LTL (Less Than Truckload) Carrier

LTL are for deliveries greater than 300 lbs and less than 8,000 lbs.

Carrier Name	SCAC Code	Service Region	Contact/Dispatch Number
Estes Express	EXLA	Nationwide	Contact Your Local Terminal

Truckload Carriers

Truckload shipments are for deliveries greater than 8,000 lbs.

Carrier Name	SCAC Code	Service Region	Contact/Dispatch Number
Knight Transportation	KNIG	AZ, CA, CO, ID, NV, OR, UT, WA	Contact Your Local Terminal
JB Hunt	JBHT	Nationwide	Contact Your Local Terminal

Air Freight Carrier

Carrier Name	SCAC Code	Service Region	Contact/Dispatch Number
Lynden Air Freight	LYAF	Nationwide	630-350-8400

3. Hazardous Materials

Product designated by the United States Department of Transportation (DOT) as Hazardous Materials must be packaged, labeled, and shipped in accordance with standards listed in the Code of Federal Regulations, Title 49 Transportation, Part I (00 to 199).

Fellowes requires our vendors to provide the following for each product DOT has designated as hazardous material as required by the US Department of Labor (USDOL) under the USDOL Safety and Health Regulations:

- DOT Proper Shipping Name.
- Hazard Class, along with listing the appropriate UN number.
- Required Label.
- Sub-chapter reference for exempted items.
- Special handling and storage requirements.
- First-aid information for proper treatment of injuries resulting from contact with the substance.

Vendors must provide the Fellowes Planner/Buyer with the Material Safety Data Sheets identifying hazardous materials.



4. Terms of Sale

The terms of sale define when Fellowes receives title to the product. Fellowes' standard term of sale is F.O.B. Destination, thus the vendor retains title to the product until it is delivered and found in undamaged condition by Fellowes.

5. Damaged Product

Delivery receipts must be completed and signed by both parties at time of delivery. Drop trailer and/or shipments that are unitized shrink wrapped on pallets are subject to our subsequent count and inspections. Exceptions will be reported in writing to the delivering carrier within 36 hours of receiving. Fellowes will refuse all damaged product. Damaged product will be returned to the vendor "collect". Fellowes will present the carrier with formal shipping documents to return the defective merchandise to the vendor.

6. Electronic Data Interface (EDI)

All Fellowes vendors, must agree to participate in our EDI program. A vendor will also be expected to maintain and upgrade their systems to remain compliant with our EDI requirements and follow the procedures outlined in Fellowes' *Electronic Data Interchange Specifications*.

6.1 EDI Documents

Fellowes requires all vendors to implement the following EDI transactions:

Transaction Number	Description
810	Invoice
850	Purchase Order
997	Functional Acknowledgment

6.2 EDI Contacts

EDI technical issues and implementation scheduling should be directed to:

Fellowes, Inc.
EDI Department
1789 Norwood Avenue
Itasca, IL 60143-1095
630-893-1600
EDI@FELLOWES.COM



Appendix A

ANNEX DESCRIPTION

Purpose: This annex describes the master outer carton, labels, taping, and printing information for the packaging of a standard Fellowes product.

Product Type: All Fellowes products

Supplier: All Fellowes suppliers

FELLOWES CONTACTS

Global Supply Chain Manager: Judy McGhee

APPROVALS REQUIRED TO REVISE THIS DOCUMENT

	Signature	Date
Director of MarCom:		
Supply Chain Manager, Business Machines		
Supply Chain Manager, Office / Cube		
Supply Chain Manager, Office / Storage		
Supply Chain Manager, Strategic Projects		

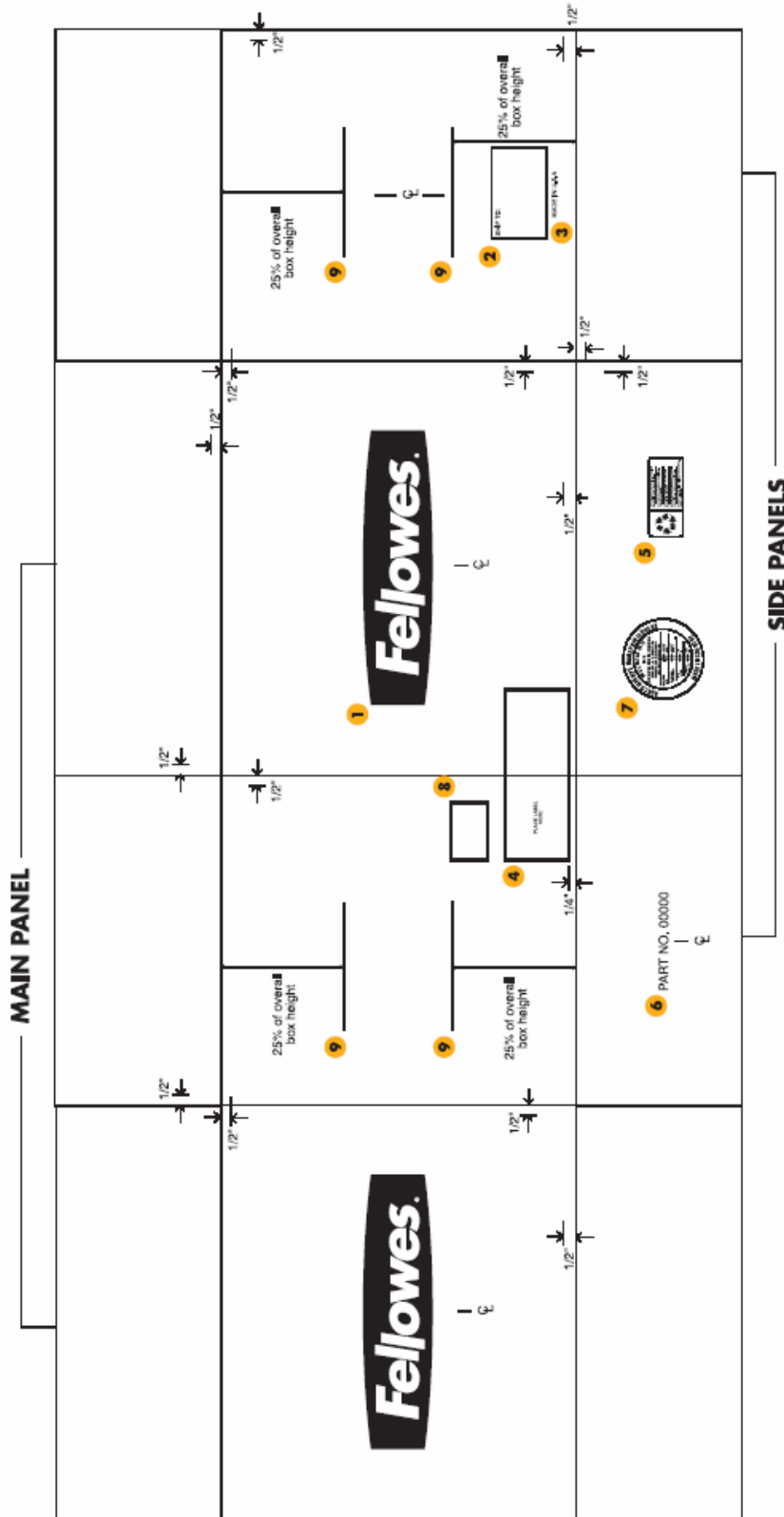
REVISION LEVEL

NOTES:
 "X" revision levels designate preliminary version documents.
 Alpha revision levels designate released / approved documents.
 Updates are in **red** text.

Revision	Description	Update	Approval	Initials- Date
A-060112	Initial Document	SL-060112	<input type="checkbox"/> Supply Chain	JMG-060112
B-060317	New Fellowes Logo Taping line update	SL-060317	<input type="checkbox"/> Supply Chain	JMG-060317
C-060523	Tape procedure	RD-060523	ECO CM-06-064 ECO CM-06-065	
D-060630	Change Fellowes Logo to Bull Dog Logo on all shredders only	BW-060630		
E-061201	Updated when to use the Fellowes Shield and Fellowes Bulldog logo; also updated when to use serial barcodes on the master carton	JM-061201		JMG-061201
F-061215	Updated all logos used at Fellowes	JM-061215		
G-070206	Reformat, rename, publish in Docs-Controlled	DLS-070206	Doc Control	DLS-070206
H-070207	Add MarCom / Supply Chain approvals section	JMG-070207	SC / MarCom	JMG-070207



A) MASTER CARTON DEFINITION



1. Brand Mark:

The Fellowes Shield Logo as shown above is black and white, centered (horizontally and vertically on the panel), and scaled to fit with a minimum of 1" clearance on the left and right side.

* **NOTE:** All Fellowes brand marks must have the registration mark unless otherwise indicated.

All logos that follow are part of the Fellowes family of products. Please contact your Fellowes Supply Chain representative to confirm the correct logo to use for the product you are producing for Fellowes.



2. SHIP TO Label:

Label must be 3" x 5" box with SHIP TO: text 1/2" off left and right side. Box may be scaled proportionately to fit if box is too small. Label location is a minimum of 1/2" off left and right side.

3. Country Of Origin:

Located 1/2" from the bottom of the bottom side panel and centered underneath SHIP TO label. Minimum size is 12 point type.

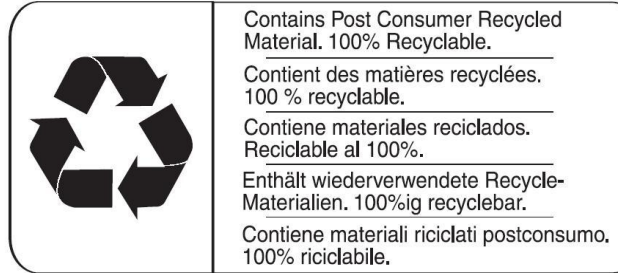
4. SCS / Master Carton Label Info:

See Part B) **SCS / MASTER CARTON LABEL** for detailed information.



5. Recycling Information:

Location is on the bottom main panel. Information must appear in English, French, Spanish, German, and Italian. Minimum size is 7 point type.



6. Box Part Number:

Center within the bottom hidden side panel. Type must be in all caps with a minimum size of 12 points.

7. Box Certificate (not for items manufactured at Fellowes):

Obtained from corrugate suppliers and lists box specifications / standards. Printed information must be legible. Font used in artwork is Myriad Pro Bold Condensed. Recommended size is 4" x 4" but can be adjusted based on size of box – information must be legible. Box certificate must be located on the bottom main panel box so that it is clearly visible when box is sealed. All box information must be centered within the designated area. Box certificate must specify the thickness of the corrugated box wall (single, double, or triple wall) as well as the numeric results of the specifications / standards listed within the artwork. Lastly, MADE IN COUNTRY must be listed and centered within the area.



Must be clearly visible:

Box company's name centered within the designated area.

Note corrugated box wall construction: single, double, or triple wall. Centered within inner circle.

List results of required specifications / standards (XXX) in measurements as noted. Suppliers are liable for specs noted.

MADE IN COUNTRY of corrugated box.

8. Serial Barcode Label(s):

Label(s) is located above master carton label. See BOS Annex BA01 – Serial Label for detailed specifications. The serial barcode labels are only required for products that require a serial label as indicated in the Bill of Specification.

9. Taping Line:

Tape line indicates where tape must extend on the box. Tape must extend from the top and bottom of the box to this line. Tape line must be at least 4" wide and 4 points thick. The location of tape line must be at a minimum 25% of the overall height of the box (+/- 5%). Tape line must be visible on the top and bottom of the box as shown in the following diagram.



10. Tape Requirements For The Outermost Carton:

a) Tape Specifications:



intertape polymer group

Product Code **6100**

PRODUCT DATA SHEET

Product:	#6100 Economy Grade -- Carton Sealing Tape	
Description:	General purpose polypropylene carton sealing tape, manufactured with "hot melt", pressure sensitive adhesive, offering secure holding power to a variety of corrugated and liner-board boxes. Complies with the Federal Food, Drug and Cosmetic Act, CFR Title 21, Subpart B, Par. 175.105, which covers the use of pressure-sensitive adhesives and tapes for 'indirect contact' food packaging, such as box sealing. Available in both machine and hand length rolls.	
Nominal Values:	Backing	1.0 Mil Biaxially-Oriented Polypropylene Film
	Colors	Clear and Tan
	Adhesive	Synthetic Rubber / Resin
	Total Thickness (mils)	1.6
	Adhesion to Steel (oz/in of width)	28
	Tensile Strength (lbs/in of width)	24
	Elongation (% at break)	90 to 100
	Shear to Liner Board (minutes) (1/2" x 1/2" x 1000 grams)	Greater than 1000
	Government Specification Conformance	C.I.D. A-A-1684B
Test Methods:	Total Thickness	ASTM D-3652
	Adhesion to Steel	ASTM D-3330
	Tensile Strength (MD)	ASTM D-3759
	% Elongation @ Break (MD)	ASTM D-3759
	Holding Power to Liner Board	ASTM D-3654

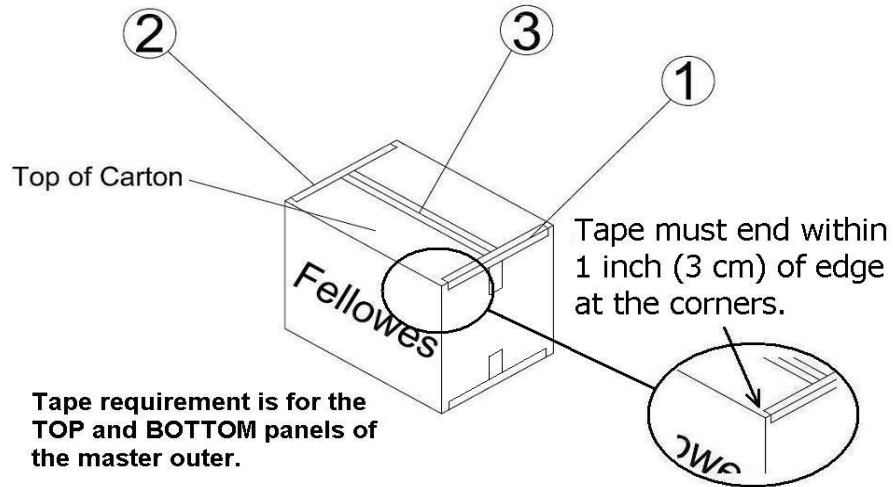
NOTICE: While we believe them to be reliable, the statements and information herein are only for general guidance and are not warrants or guarantees for accuracy and completeness. The user must by test or otherwise determine suitability for his purpose. THERE IS NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. Our standard terms and conditions of sale apply exclusively to all orders, and ALL LIABILITY FOR DAMAGES OF ANY KIND, INCLUDING CONSEQUENTIAL, EXCEEDING PURCHASE PRICE IS EXCLUDED. No one is authorized by us to make oral warranties. We reserve the right to make changes without notice or obligation in our products and publications.

04/01

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- b) Tape must be clear.
- c) Taping of master carton — Refer to the following diagram. Tape #3 is required for all cartons that weigh less than 15 lbs. Tape #1 and #2 are required for all cartons that weigh 15 lbs or greater. This requirement applies to the top and bottom panels.



B) SCS / MASTER CARTON LABEL

1. SCS / Master Carton Label Definition

Master carton label includes item number, revision barcode, description, SCS barcode, CRC number, quantity per master, ENCRYPTED date code, country of origin barcode.

* **NOTE:** If the master carton size is too small to accept a full size master carton label, reduce the label proportionately so that it fits the smaller master carton size. The label must remain readable and not skewed or nonsymmetrical in any way.

- SCS barcodes must adhere to UCC (Uniform Code Council) specifications - **Symbology: I 2 of 5** with top and bottom bearer bars. SCS Barcode dimension: 2-5/8" (W) X 1-3/8" (H).
- Revision barcode must adhere to UCC (Uniform Code Council) specifications- **Symbology: Code 128**. Location as shown in graphic.
- Country of Origin barcodes must adhere to UCC (Uniform Code Council) specifications - **Symbology: I 2 of 5**. With human readables on top and bottom of the barcode.



2. SCS Label Template



Master Carton Label Actual Size : 8-1/4" x 3-1/4" (20.95 cm x 8.25 cm)

3. SCS Label Graphics Detailed Specs

Specs for left side of label - Items 1 through 7 must be duplicated exactly on the right side of the label.

- | | |
|-----------------------------|--|
| 1. Item No: | <ul style="list-style-type: none"> * 12 character field * Font size: 48 points * Align left * 1/2" from left side of label * 1/4" from top of label |
| 2. Revision Barcode: | <ul style="list-style-type: none"> * Align left - centered between Description and Item No. * 1/2" from left side of label * Revision barcode must adhere to UCC specs, Symbology: Code 128 with human readables |
| 3. Description: | <ul style="list-style-type: none"> * 36 character field * Font size: 18 points * Align left * 1/2" from left side of label * Located directly above SCS code |
| 4. SCS Barcode: | <ul style="list-style-type: none"> * Align left * 1/2" from left side of label * 1/4" from bottom label * SCS barcode must adhere to UCC specs, Symbology: I 2 of 5 with top and bottom bearer bars |



- 5. CRC No:**
- * 18 character field
 - * Font size: 24 points
 - * Align left
 - * 3/4 " from top of label
 - * Left align at 7th character of Item No. field
 - * Top align with Revision Barcode
 - * ALWAYS begins with "CRC" in capital letters
- 6. Qty per Master:**
- * 4 character field
 - * Font size: 25 points
 - * Justified right
 - * Align bottom with Revision Barcode
 - * Right align at 6th character of Item No. field
 - * Must show numeric quantity of units per carton
- 7. Each:**
- * The word 'EACH' must be printed in all capital letters
 - * Left align with CRC No.
 - * Font size: 18 points
 - * **NOTE:** Solid line underlining both Qty per Master and Each fields. Line must left align with Qty per Master number and end at the right side of the Each field.
- 8. Encrypted Date Code:**
- * Font size: 14 points
 - * Centered vertically and horizontally
 - * **NOTE:** The encrypted date code must be the *actual date* that the product(s) was produced. The date may be stamped on the label instead of pre-printed, as long as it is legible. In the event of space constraints, the date code may be stamped vertically above the Country of Origin barcode (example shown in grayed out colors).
- ENCRYPTED DATE CODE: YY=Year, MM=Month, DD=Day 0YY1MM2DD3** (The numbers 0, 1, 2, and 3 are fixed characters and must never be altered. These characters must always appear in the order as shown above).
- 9. Country Barcode:**
- * Centered between the left and right SCS barcode with human readables on top and bottom of the barcode
 - * Barcode is rotated 90° from SCS barcodes
 - * Barcode bars must be at least 1" in length
 - * Country of Origin barcodes must adhere to UCC (Uniform Code Council) specifications - **Symbology: I 2 of 5 (ITF)**
 - * 4-digit code starting with 0 (zero) with last three (3) digits adhering to United Nations country code lists



Appendix B

Sample Packing List

PACKING LIST

Date:
Page: 1 of

SHIP FROM:

SHIP TO:

PO NUMBER	ORDER DATE	DELIVERY NUMBER	ORDER NUMBER	CARRIER	CARTONS SHIPPED
-----------	------------	-----------------	--------------	---------	-----------------

ITEM NUMBER	DESCRIPTION	REV/LOT	QUANTITY ORDERED EA/CTN	QUANTITY SHIPPED EA/CTN
-------------	-------------	---------	-------------------------	-------------------------

Manufacturer's Declaration of Conformity

Manufacturer hereby declares that all Electrical and Electronic Equipment (EEE) items in this shipment comply with Directive 2011/65/EC of the European Parliament and of the Council on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (the "RoHS Directive").

In addition, Manufacturer declares that Certificates of RoHS Compliance and other relevant documentation establishing compliance of component materials and manufacturing processes with the RoHS Directive have been obtained.

Manufacturer further declares that all items in this shipment comply with all relevant product safety laws, regulations, and restrictions.

This Declaration must accompany all shipments, will be checked against the bill of lading for this shipment and will be filed at Fellowes. If this Declaration is missing or if there is any discrepancy, the shipment will be refused.

Authorizing Signature

Print Name

Date

