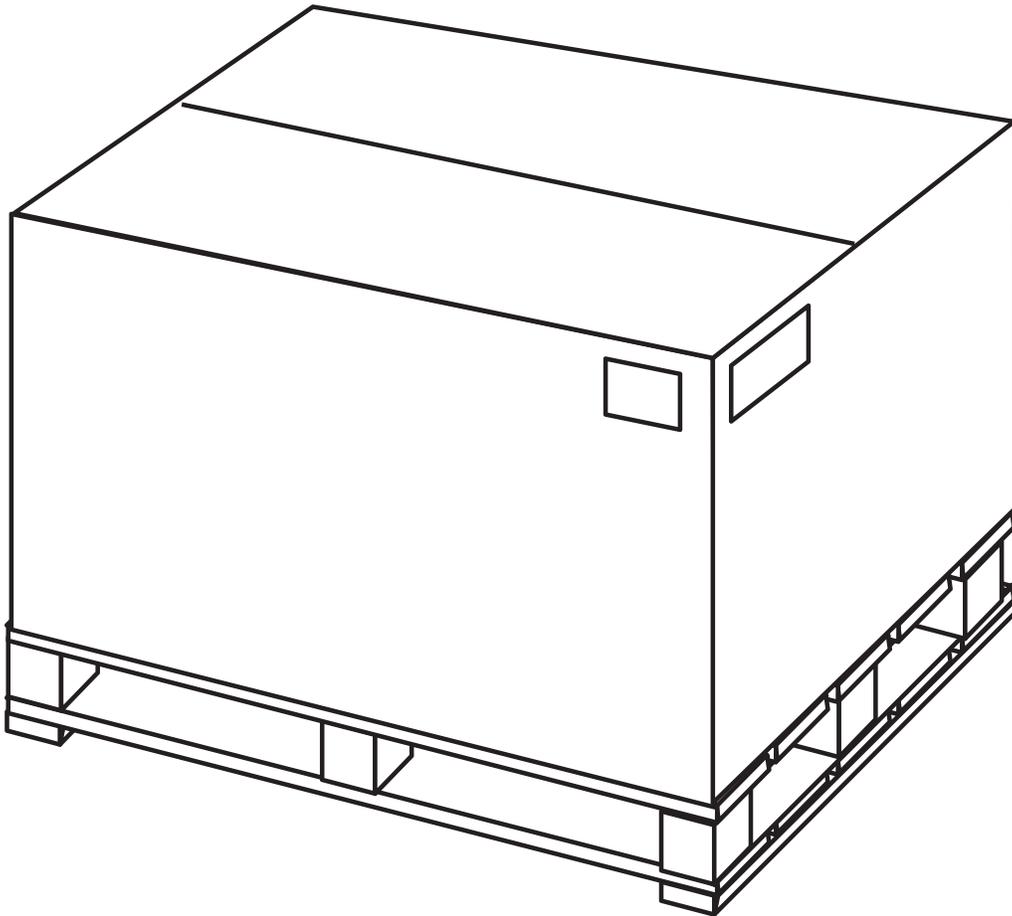


# MERITOR® AFTERMARKET PACKAGING & SHIPPING GUIDE



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## Introduction

This manual establishes quality standards and guidelines for Meritor Aftermarket service parts packaging, labeling and shipping requirements.

Suppliers are responsible for packaging and labeling service parts so that they arrive at Meritor's Parts Distribution Centers and/or Meritor's customers, in damage-free condition, with appropriate documentation. In addition, the supplier's responsibility to ensure packaging is in accordance with industry standards and does not create safety issues when handled and transported.

To become an integral part of Meritor's efforts to strengthen its position in the automotive service parts business, the suppliers must understand and comply with the standards in this guide.

Following the requirements in this manual will assure high quality packaging by the Company's suppliers. It will also help Meritor control costs and provide our customers with the best possible product.

The contents of this manual are a part of the Terms and Conditions of the Meritor purchase order as referenced in section 2.18 of the [Supplier Quality System Requirements \(SQSR\) Manual](#).

Questions regarding compliance, content, intent or recommendations for these requirements should be directed to:

**Meritor Aftermarket**  
**7975 Dixie Highway**  
**Florence, Kentucky 41042**  
**Attn: Quality Manager or Supplier Quality Engineer**

## Compliance

This manual contains the packaging standards for Meritor's Aftermarket division. Compliance to this manual is required as directed in section 2.18 of the [Supplier Quality System Requirements \(SQSR\) Manual](#). Failure to conform to the requirements in this manual will be handled as per section 2.29 of the SQSR, which states:

A mandatory minimum charge of \$100 USD (or equivalent local currency) shall be imposed for the following:

- a) Non-Conformance Report [e.g., Defective Material Notice (DMN) or Quality Problem Report (QPR)] or Non-Conforming Service
- b) Non-Conforming Product Deviation Requests
- c) Production Part Approval Process (PPAP) Submission Rejections or shipments of unapproved product
- d) Delivery Performance Failures (in addition to any actual costs associated with the failure)
- e) Failure to provide Electronic Data Interchange (EDI)/Advance Shipping Notices (ASN) or Comma-Separated Values (CSV)/ASN prior to product delivery

Some products may require special packaging or labeling not covered in this document. If this applies to your parts, contact Meritor Aftermarket for assistance in the development of packaging specifications acceptable to both parties. Any deviation from the requirements in this manual must have prior written approval from Meritor. This deviation must be attached to each load shipped under the deviation.

## Packaging Responsibilities

Suppliers are responsible for designing packaging that will safely deliver aftermarket parts and material to Meritor and/or the point-of-use in damage free condition, assuming normal handling and storage. The packaging must be designed taking into account the following functions:

- Protection of the product from physical damage through the distribution chain
- Convenience of use, safety and ease of handling
- Compliance with legal and regulatory requirements
- Communication of information (labeling)
- Separates "mixed loads" by part number, weight or size
- Environmental acceptability and ease of reuse, recycling and/or disposal
- Conforms to the guidelines stated in this manual for: container packing, labeling, packing lists, pallet box carton and hazardous materials specifications

## General Packaging Requirements

### Packaging Costs

All part quotations are to include packaging and labeling costs in the piece-part price. Separate dunnage charges are not acceptable unless prior written approval from Meritor is obtained due to the use of returnable containers. The supplier is responsible for packaging and labeling as required by this document including the cost of all materials and labor.

Vendors using returnable packaging **MUST CLEARLY** mark the vendor's name and return location on the outside of each returnable packaging item. To assist in sorting and return, color-coding of the returnable packaging is recommended. Failure to properly identify returnable packaging will result in delays in returns and payment for returnables shipping into Meritor Aftermarket facilities.

### Packaging Materials

Recyclable materials must be used and packaging should consist of recycled materials when possible and cost effective. Plastic material must be labeled in accordance with the Society of Plastics Industry Recycling Symbology (Figure 1).

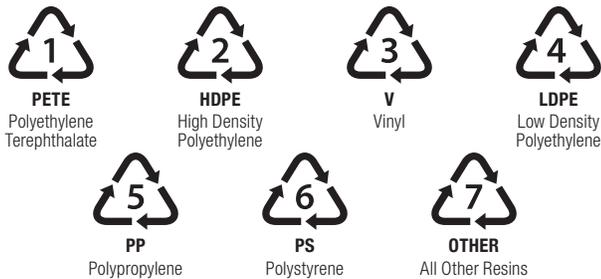


Figure 1 – Society of Plastics Industry Recycling Symbology

Corrugated containers must display a Box Manufacturer's Certificate (Figure 2) in a readily visible location on the container.



Figure 2 – Box Manufacturer's Certificate Examples

The use of salvaged containers, pallets and other packaging material must have prior written approval from Meritor.

All containers and packaging must be designed with consideration given to ease of handling and part removal. Appropriate consideration must be given to height restrictions, weight restrictions, carton disassembly and any other issues, which may affect worker safety. The supplier is responsible to ensure all material is packaged in such a way to ensure safety is maintained throughout the product distribution stream. The supplier must advise Meritor Aftermarket if the requirements in this manual would negatively impact workplace safety and recommend alternatives.

### Unique Packaging Requirements

Unique packaging requirements such as weight, fragility, surface appearance or coatings that are not covered by these guidelines are the responsibility of the supplier.

## Shipping Container Specifications

### Manually-Handled Container Requirements

Gross weight must not exceed 50 pounds.

Corrugated cartons are the most common manually handled containers (Figure 3) and are acceptable under the following requirements:

- The container must be expendable.
- Use a regular slotted carton except when other style may be dictated by part characteristics.
- The unsupported bottom of the carton must be able to hold the contents.
- Handholds are desirable for bulky packages.
- Packages should provide sufficient strength and stability to withstand stacking of pallet loads two layers high and insure parts arrive undamaged.
- No metal banding allowed.
- The package closure must prevent spilling of the contents and should not create a safety hazard during handling and opening. Metal fasteners or staples are not recommended.
- Contents should reasonably fill the container with a minimum amount of void.

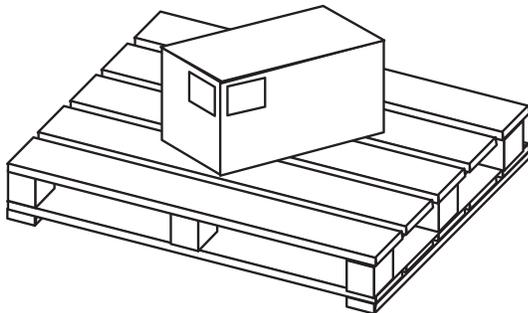


Figure 3 – Manually-Handled Container Example

### Mechanically-Handled Container Requirements

Gross Weight must not exceed 4,000 pounds.

All shipments of mechanically handled containers (Figure 4) must be on wooden pallets or approved returnable containers. The wooden pallets must meet the basic pallet requirement specified in the Wood Pallet Specifications section of this document. Any deviation from this practice must have prior written authorization from Meritor Aftermarket.

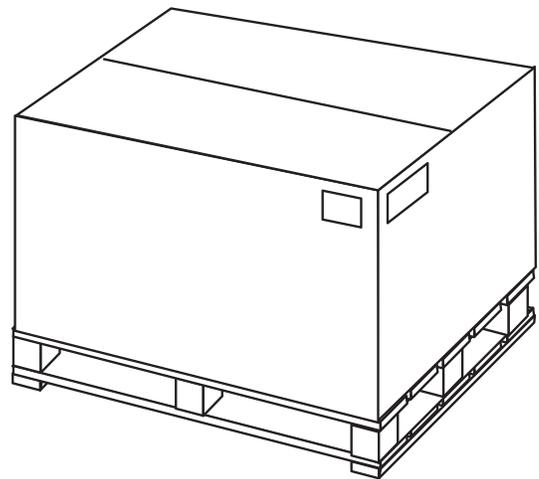


Figure 4 – Mechanically-Handled Container Example

### Container Height

Containers must not exceed 36" in height where part size allows. The exceptions to this rule are Hubs and Drums which must not exceed 48" in overall height. The overall height is measured from the floor to the top of the highest point on the container.

### Temperature

Expendable containers must be designed to withstand temperature variations from -30° F to +150° F (-34.4° C to 65.6° C).

### Moisture

Expendable containers must be designed to withstand 90 percent humidity at 150° F (65.6° C) exposure during transit and storage.

## Rust Prevention

Meritor Aftermarket is committed to providing our customers with high quality, low cost service parts. When our customers receive a service part from us, they expect it to be protected from damage and rust. Customer satisfaction needs to be the top priority for all of us as we move forward. For that reason, **we are requiring that all metal parts shipped to Meritor Aftermarket facilities be corrosion free upon receipt and must have a one year rust free shelf life. Suppliers will be responsible for treating and packaging all parts in such a manner as to keep them free of corrosion for the one year time period.**

The one-year period will be initiated upon the date of first receipt at one of Meritor Aftermarket's facilities. The rust free guidelines will be based on the supplier's packaging of the product and will not be based on containers left open and in use at the distribution centers.

Common rust preventative products that may be used include: Volatile Corrosion Inhibitor (VCI) products, paint and oil. All temporary coatings used by suppliers to assure parts remain rust free must be safe, easy to handle and environmentally friendly. Coatings must not affect part appearance or function.

Metal parts shipped using wooden crates, pallets and/or dividers must have a VCI barrier between the part and the wood to protect the part from moisture absorbed by the wood.

Manufacturing Specification Data Sheets (MSDS) of the rust inhibitor or VCI must be submitted/supplied to the receiving Meritor Aftermarket facility prior to the initial shipment of parts.

## Packing Lists and Invoices

It is imperative that all packing lists and invoices correctly describe the goods being shipped or billed. Part numbers on packing lists and invoices must exactly match the part numbers on the Meritor Aftermarket material release and purchase order. Foreign suppliers must provide a detailed parts description in accordance with U.S. Customer Regulations.

When shipping parts into any Meritor Aftermarket facility, at least two packing lists must be included with each shipment. One packing list must be attached to the Bill of Lading and protected from damage or loss while in transit.

A second packing list must be enclosed in one container that is clearly marked "PACKING LIST ENCLOSED." When shipping full truckloads of material to any Meritor facility, the packing list must be clearly visible when the trailer door is opened.

All packing lists and invoices must have the supplier name and code on each copy. Each packing list and invoice may contain parts from no more than one purchase order. The packing lists and invoices must be legible and include all information below:

- 1) **Readily Identifiable Packing List Number**
- 2) **"Ship To" Location** – This must be exactly as shown on the supplier release.
- 3) **"Bill To" Location** – This must be exactly as shown on the supplier release.
- 4) **Meritor Vendor Code**
- 5) **Release Number and Purchase Order Number**
- 6) **Contents** – Define how many containers there are, the type(s) of containers and the number of packing lists. For example, "20 cartons, 2 pallets, 8 packing lists." Also, show the number of pieces or packages on pallets when shipping palletized material, such as: "60 cartons on 3 pallets," "1 pallet of 30 cartons," etc.
- 7) **Description** – Part name as shown on the supplier release.
- 8) **Part Number Ordered** – Part number exactly as shown on the supplier release.
- 9) **Meritor Part Number** – If supplier purchase order releases a vendor part number and references a Meritor part number, the Meritor part number must be referenced on all documents.
- 10) **Quantity of Part Number Ordered (by Meritor Aftermarket)**
- 11) **The Quantity of Goods Shipped** – The quantity must conform to the terms as ordered on the release form.
- 12) **Country of Origin Identification** – All packing lists and invoices must be labeled with the country of origin that produces the part being shipped.

## Palletization of Products

It is the supplier's responsibility to utilize the basic pallet requirements as detailed in the Wood Pallet Specifications section of this document. The supplier should always use the approved Meritor Aftermarket pallet specification, unless the part size and/or weight make it impossible. In this case, the supplier is responsible for developing a safe method of palletizing the product and must get advanced written approval from Meritor. All following shipments of these parts are to be palletized in the same manner.

### General Requirements

- 1) Parts shipped in over-pack containers must have a master label and at least two labels located on adjacent corners of the box (Figures 5, 5A, 5B and 5C).

# MASTER LABEL

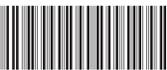
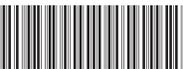
PART NO. (P) <b>2258K1181</b>		
		
QUANTITY (Q) <b>10</b>	PART NO. (1P)	
		
SUPPLIER (V) <b>P0020111</b>	PURCHASE ORDER (K) <b>M20901</b>	
		
SERIAL (4S) <b>13524</b>	LOT NO. (1T) <b>648</b>	ENG. REV. (2P) <b>C</b>
		
ABC Company, Florence, Kentucky 41042		

Figure 5 – Master Label Example

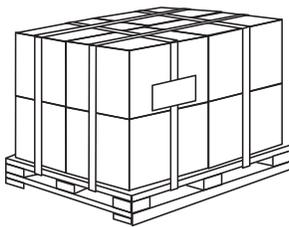


Figure 5A – Cartons on Pallet Example

One master label may be used as described or one mixed load label.

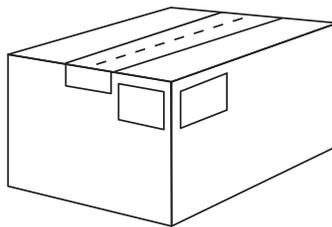


Figure 5B – Box on Carton Example

Identical labels should be located on two adjacent sides (wrap around labels acceptable). The upper edges of the labels should be as high as possible up to 20" from the bottom of the carton.

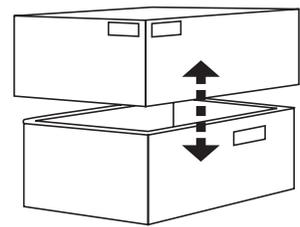


Figure 5C – Telescopic or Set-Up Containers

Identical labels should be located on two adjacent sides of the outer box. Some applications may also require identification of the inner box.

- 2) For shipments of multiple palletized cartons or containers, each individual carton or container should be consecutively numbered and marked on the outside (i.e., 1 of 3, 2 of 3, 3 of 3). This will assist in identifying individual cartons that may get separated during shipment.
- 3) Each pallet should be fully used to its maximum overall height of 36" when determining full pallet quantities. This measures from the floor to the top of the pallet and should never be higher (except as noted for Hubs and Drums).
- 4) When shipping small loads, mixed pallets are acceptable. These loads MUST BE CLEARLY identified as "MIXED LOAD" (Figure 6), using the Automotive Industry Action Group (AIAG) format on at least two adjacent sides.



Figure 6 – Mixed Load Label Example

- 5) Part numbers are not to be on more than one pallet load or fragmented when the quantity supplied is sufficient to make a full pallet load.
- 6) Each "MIXED LOAD" pallet must have part content identification for efficient part verification and location. This may be obtained by using either content labels or a pallet-packing list. The content labels or packing list must be placed on the side (not front or back) of the pallet, easily visible and identifiable.
- 7) When shipping parts in mixed loads, the following requirements must be followed to avoid a handling and restacking charge.
  - a) Heavy parts must not be placed on top of lighter parts.
  - b) Loose parts must be segregated or contained so they will not shift and damage other components/packages.

- c) Part numbers with the highest quantity of pieces/containers must be placed on the bottom of the pallet unless they fall under the weight restriction above.
- d) Parts on a "MIXED LOAD" must be physically separated for easy identification and quantity verification. Small parts should be cartonized one SKU per container. This helps facilitate accuracy/speed of identifying parts and prevents damage.
- e) In a "MIXED LOAD," all pieces of a specific part number should be stacked/packed together.
- f) At least one part or bundle of each part number must be tagged with the Meritor part number (Figures 7A, 7B and 7C) for proper identification.

Figure 7A – Rack Example

Tag one visible piece near the top or use a label holder.

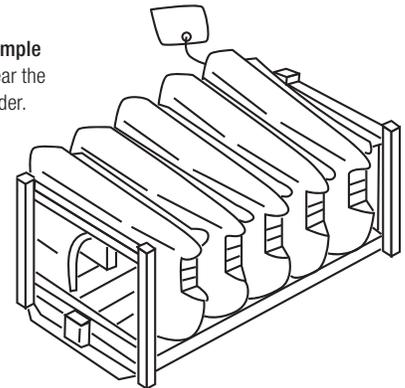


Figure 7B – Roll Example

Hang one tag 2" (51mm) from the end of the material.

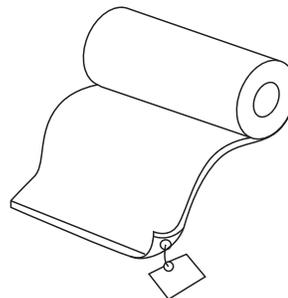
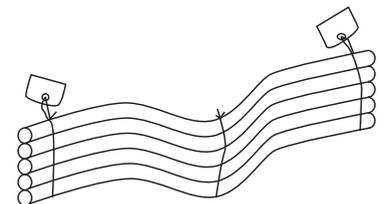


Figure 7C – Bundle Example

Identical tags should be located at each end.



## Wood Pallet Specifications

### Basic Pallet Requirements

Unless authorized or requested by Meritor Aftermarket and where part size permits, the basic pallet requirements must be adhered to. The basic pallet requirements for shipments into the Meritor Aftermarket facilities are:

- 42” x 42” footprint
- Non-reversible wood construction
- Double-faced design
- Designed for multiple trips and handling
- Pallet boards and stringers must be free from cracks and large knots that could lead to pallet failure

In an effort to standardize pallets in our distribution centers, Meritor Aftermarket requests that the supplier uses our approved pallet specification. This approved specification meets the basic pallet requirements, but it is limited to loads of approximately 2,000 pounds when placed into racks without decking. It is the supplier’s responsibility to use a pallet appropriate for the size and weight of the parts supplied. If the supplier needs a heavier duty pallet, every effort should be made to adhere to the basic pallet requirements.

Any deviation from the basic 42” x 42” pallet requirements must be pre-approved in writing from Meritor Aftermarket.

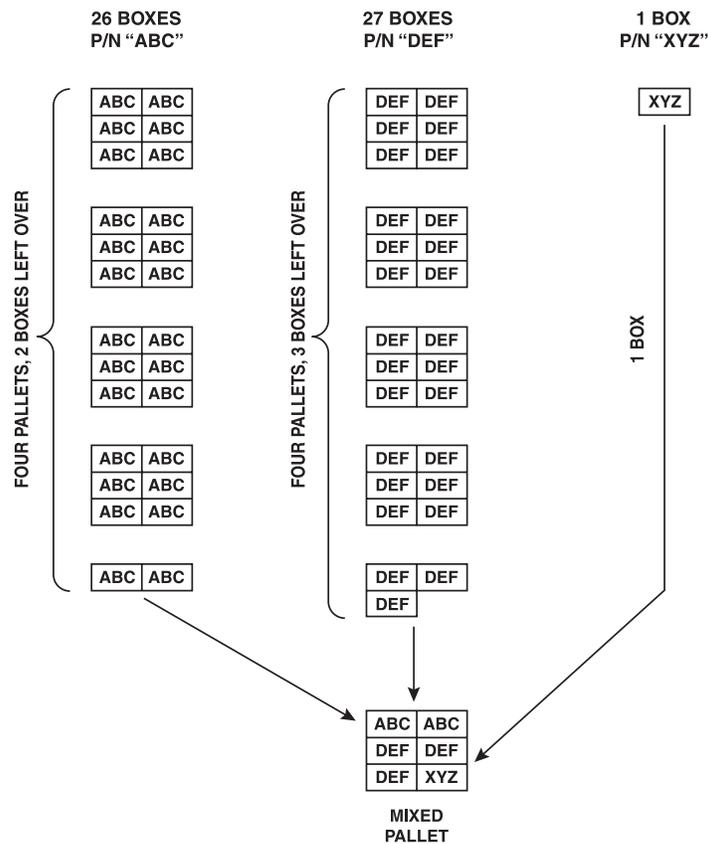


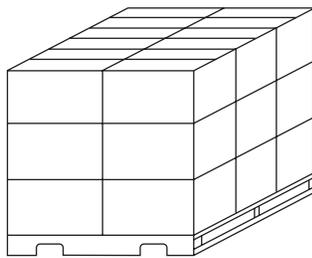
Figure 8 – Acceptable Mixed Pallet Illustration

## Pallet Load Arrangements

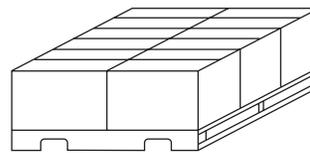
- 1) Maximum pallet height from the ground to the top is 36" high (except as noted).
- 2) Overhang of material on pallets is unacceptable. Deck boards should support container corners.
- 3) Loads secured to pallets using shrink or stretch wrap must use material of sufficient thickness to retain the load and prevent load shift.
- 4) Loads secured to pallets with strapping must use edge protectors to prevent straps from cutting into cartons.
- 5) It is acceptable to mix different part numbers on a pallet only after full pallets of like part numbers have been completed. Figure 8 illustrates when it is acceptable to ship different part numbers on the same pallet.
- 6) Acceptable mixed pallet loads must be identified as "MIXED LOAD" (Figure 6) clearly on the pallet per previous instructions.
- 7) When placing pallets in the carrier's equipment, be sure that they cannot shift in transit. Also, whenever suitable, always double stack pallet loads within the truck and rail cars with load separators that distribute the weight of the top pallet evenly over the bottom.

Excess pallet weights over 1,000 lbs. must not be stacked on top of another pallet. In instances when pallet weight, strength or configuration prevents double stacking, the carrier must be alerted on the Bill of Lading with a note and a label placed on the pallet, reading "HEAVY LOAD DO NOT DOUBLE STACK PALLETS." This label should be applied to all four faces of the finished load.

- 8) This label is intended to direct the loading of a carrier's equipment (trailer) and not necessarily for material handling practices within a supplier's facility.
- 9) When stacking pallets, make sure any carton labeling information is facing the outside of the pallet so that part number information is readily visible.
- 10) Place a wood divider between the pallet and the packages where the bottom layer of packaged parts has the potential to slip and/or deform into pallet slats.
- 11) To minimize manual handling and allow for stacking, all cartons must be "palletized" in individual layers on the pallet (Figure 9A).
- 12) The "pyramiding" of cartons (Figure 9B) is strictly prohibited.

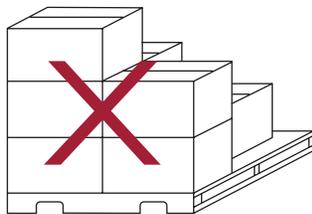


**Acceptable**

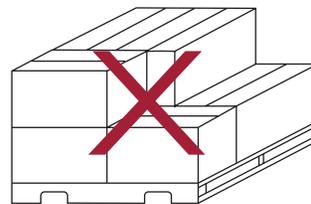


**Acceptable**

Figure 9A – Examples of Properly Palletized Cartons



**Unacceptable**



**Unacceptable**

Figure 9B – Examples of Inappropriately Palletized Cartons

## Bar Coded Shipping Label Requirements

### General

These specifications, which apply to bar codes for shipping labels (Figure 10A and 10B), were developed in conjunction with the Automotive Industry Action Group (AIAG) Trading Partners Labels Implementation Guideline.

For more information on AIAG Standards, contact the Automotive Industry Action Group at 26200 Lahser Road, Suite 200, Southfield, MI 48034.

PART NO. (P) <b>A28 3222D1954</b>		
		
QUANTITY (Q) <b>25</b>	PART NO. (1P)	
		
SUPPLIER (V) <b>R575DH</b>	PURCHASE ORDER (K) <b>S40864</b>	
		
SERIAL (S) <b>A76543</b>	LOT NO. (1T) <b>101</b>	ENG. REV. (2P) <b>B</b>
		
ABC COMPANY FLORENCE, KENTUCKY 41042		

Figure 10A – Bar Coded Shipping Label Example

Part No. (P) <b>2210E7441</b>		
		
Quantity (Q) <b>10</b>	Part No. (1P)	
		
Supplier (V) <b>B04740C8</b>	Purchase Order (K) <b>M20901</b>	
		
Serial (S) <b>13524</b>	Lot No. (1T) <b>256</b>	Eng. Rev. (2P) <b>D</b>
		
ABC Company, Florence, Kentucky 41042		

Figure 10B – Bar Coded Shipping Tag Example

**Quality**

The use of bar code systems is intended to increase productivity, reduce costs and improve data accuracy. An important aspect of any bar code system is that of quality. When labels cannot be decoded quickly and accurately, the advantages of bar coding are lost.

Suppliers have the responsibility to provide bar code labels that meet the specification of this document and those of the Quality Guideline in Section 7 of AIAG B-10.

**Label Size and Materials**

Label dimensions should be in accordance with the dimensions shown in the illustrations below. Note: All figures are for illustrative purposes only and may not be to scale or bar code quality standards.

The recommended label size is 4" high by 6.5" wide (Figure 11A), which should cover most applications. The minimum label size shall be 4" high by 5" wide (Figure 11B).

It is acceptable for the vendor to exceed the outside pallet label size if the vendor is incorporating the ship to and shipped from information on the label. All other elements of the label must conform to the data requirements listed below.

The label paper must be white with black printing.

Adhesive labels can be pressure sensitive or dry gummed as long as adherence to the package substrate is assured. The application must be wrinkle-free and for use on expendable packaging only.

Do not place AIAG labels directly onto pre-packaged products that are ready for final sale to Meritor Aftermarket customers.

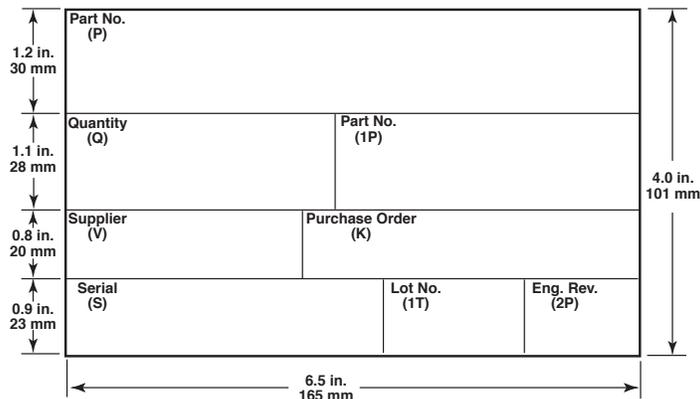


Figure 11A – Recommended Label Size Illustration

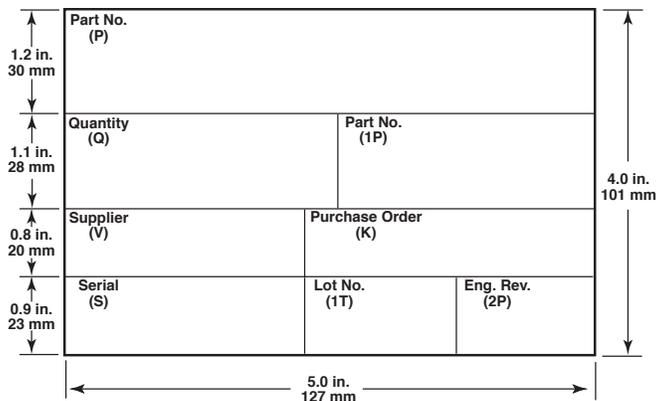


Figure 11B – Minimum Label Size Illustration

## Label Information

- 1) **Data Areas and Titles** – The part number, quantity, supplier number, serial number, purchase order and line number data must be displayed in both human readable characters and bar code symbols (Figure 5).

Each data area shall be separated by borderlines and contain the title and data identifier in the upper left hand corner.

Titles and data identifiers shall be printed in 0.1" high letters.

The supplier's name, city, state and zip code shall appear at the bottom of the label and be printed in 0.1" high letters.

Bar code symbols shall be directly below the human readable data characters and shall be a minimum of 0.5" tall.

- 2) **Part Number** – Part numbers shall be the same part numbers designated on the Meritor Aftermarket purchase order or material release. The bar code MUST scan the Meritor part number on both container labeling and individual, unitized parts.  
The length of the part number bar code shall not exceed 5.5".
- 3) **Part Number Engineering Revision Level** – The revision level the part was produced to must appear on the label.
- 4) **Quantity** – The maximum number of characters for quantity is six numeric characters. When the unit of measure is pieces, no notation is required. When the unit of measure is not pieces (i.e., pounds, feet, etc.) it shall be printed in human readable form only. When used, the unit measure abbreviation (Figure 13) shall be directly to the right of the human readable quantity.  
The unit of measure shall not be bar coded.
- 5) **Supplier Number** – The supplier number will be the vendor code assigned to each supplier location by Meritor Aftermarket.
- 6) **Serial Number (Shipment Identification Number)** – The serial number shall be the Shipment Identification Number (SID). The SID is a unique number assigned by the supplier that specifically identifies a shipment.  
This number shall be referenced on invoices presented to Meritor Aftermarket for payment. In this way, each shipment will have a unique control number that differentiates it from other shipments for accounting purposes.

Only one SID shall be used per shipment and SID numbers shall not be repeated within any calendar year. The SID may be a maximum of nine alphanumeric characters.

Suppliers are to use one of the following numbers, in sequence of importance (AS number, Container number or Bill of Lading number) for the SID number if it conforms to the above guidelines and is clearly identified as the SID on the packing list.

For suppliers using Electronic Data Interchange (EDI), this SID must be the same SID used on advanced shipping notices and invoice transactions.

- 7) **Purchase Order** – This refers to the Meritor Aftermarket purchase order number.
- 8) **Lot Number** – The lot number is a vendor supplied number that allows for supply chain traceability of the product. This is primarily for fasteners and heat-treated parts. By using the lot number, Meritor Aftermarket can assure there is no co-mingling of inventory and that origin traceability is efficient in the event of a discrepancy/defect.

## Bar Code Symbology

Bar codes must be the 3-of-9 (Code 39) type as specified by the Automotive Industry Action Group (AIAG: B-10).

- 1) **Code Configuration** – The four characters (\$, /, +, %) of the 3-of-9 symbology shall not be used in the bar code labels.
- 2) **Code Density and Dimensions** – The bar code heights must be a minimum of 0.5". For each bar code symbol, the average width of narrow elements shall be within the range of 0.013" to 0.017".  
The ratio of the nominal width of the wide elements to the nominal width of the narrow elements shall be 3:1, with an allowable range of 2.8:1 to 3.2:1.
- 3) **Check Digits** – Check digits shall not be used in bar codes.

## Special Labels

Special labels may be required for multiple and mixed item shipments.

- 1) **Master Label** – A Master Label (Figure 5) shall be used when multiple packages of the same items are shipped together. The quantity listed on the Master Label shall be the total in all of the packages. Each individual package shall be identified with a separate bar code label.
- 2) **Mixed Load Label** – A Mixed Load Label (Figure 6) shall be used when packages of different items are shipped together. Each individual part and/or package shall be identified with a separate bar code label (Figure 10A).

- 2) For suppliers without fully functional EDI/ASN capabilities or for those who have not met the Meritor Aftermarket standards, the delivery date is the date the material is received on Meritor Aftermarket’s receiving dock.
- 3) The due date that appears on the material release is the date Meritor Aftermarket expects the full quantity of material released to be delivered per the delivery date outlined in numbers 1 and 2 above.
- 4) Early shipments will be considered for return to seller if not authorized by the material planning department.
- 5) Both early and late shipments will negatively affect your supplier rating, which could preclude you from doing future business with Meritor.

## Delivery Dates

- 1) The delivery date of record is dependent on the supplier’s capabilities. If a supplier has fully functional Electronic Data Interchange (EDI)/Advance Shipping Notices (ASN) capabilities that have been approved for use by Meritor Aftermarket, their delivery date is tied to the ASN. The date that the material is shipped from these suppliers and the ASN is received will be determined to be the delivery date.

## Scheduling Appointments

All truck load deliveries must be scheduled at least one day prior to the arrival of the product. Failure to schedule an appointment may result in the refusal of delivery until an appointment is made.

## Advance Shipping Notices

Meritor Aftermarket requires Advance Shipping Notices (ASN) from all suppliers. The desired method is through Electronic Data Interchange (EDI). If the supplier has the capability to send EDI/ASN transmissions, please contact your Meritor Aftermarket buyer. The supplier will then be working with an IT representative from Meritor Aftermarket to assure the EDI/ASN formats are compatible with Meritor Aftermarket’s system.

Suppliers that are not capable of EDI/ASN transmissions will have the option of the following:

- a) Send a packing list as a Comma-Separated Values (CSV) file (Figure 12), which Meritor can then upload and use to create an ASN
- b) Submit an electronic packing list and Meritor will manually create an ASN for a minimum charge back cost of \$100 or \$5 per line item (whichever is greater).
- c) If no ASN, CSV file or packing list, the charges defined in b above will apply, as well as an additional \$100 fee.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Bill of Lading	Ship Date	PO Number	Meritor Part Number	Supplier Part Number (If Applicable)	Quantity Shipped	Plant: Florence/Plainfield	Ship Weight (Optional)	Ship Pieces (Optional)	Pro Number (Optional)	SCAC Code (Optional)	Serial Number (Optional)
2												
3												

Figure 12 – Example CSV Packing List Template

## Shipping Information

These shipping instructions apply to all shipments sold to Meritor Aftermarket and shipping to the receiving location designated on your weekly schedule/release.

- To obtain the correct routing for each shipment, the vendor must call the Meritor Aftermarket Logistics Team at (859) 525-3490.
- Shipments are to be made in accordance with the shipment routing instructions provided by the Meritor Aftermarket Logistics Team. The Meritor Aftermarket Logistics Team MUST AUTHORIZE ALL EXCEPTIONS.
- Any deviation from the routing supplied by the Meritor Aftermarket Logistics Team without authorization will result in ALL freight charges plus an administrative fee being DEBITED to the vendor.
- Seller shall indemnify and hold buyer harmless from any loss, damage, cost, expense or liability as a result of any failure by seller to observe these shipping instructions.
- Seller shall be responsible for ALL additional charges for weekend and holiday pickups, canceled scheduled pickups, charges for loading delays at the shipping locations and any other charges not covered by the contract rate of the Preferred Carrier.
- Vendor must verify that the shipping label on each load has the correct shipping address. Any additional charges incurred by Meritor Aftermarket due to improper shipping addresses or vendor-supplied information will be charged back to the vendor.

## Unit of Measure Abbreviations

CODE	DEFINITION	CODE	DEFINITION	CODE	DEFINITION	CODE	DEFINITION
<b>Distance</b>		<b>Unit of Sale</b>		<b>Unit of Sale Continued</b>		<b>Unit of Sale Continued</b>	
DK	Kilometers	AM	Ampoule	DG	Decigram	OZ	Ounce AV
MI	Miles	AY	Assembly	DM	Decimeter	PA	Pail
		BA	Bale	DR	Drum	PC	Piece
<b>Number of Units</b>		BB	Base Box	DS	Display	PD	Pad
NB	Barge	BC	Bucket	DZ	Dozen	PE	Pounds Equivalent
NC	Car	BD	Bundle	EA	Each	PF	Pallet (Lift)
NL	Load	BE	Beam	EV	Envelope	PG	Pounds Gross
NN	Train	BF	Board Feet	FT	Foot	PH	Pack/Pak
NR	Container	BG	Bag	GA	Gallon	PK	Package
NT	Trailer	BH	Brush	GR	Grain	PL	Pallet/Unit Load
NV	Vehicle	BI	Bar	GS	Gross	PN	Pounds Net
PC	Place	BK	Book	HD	One-Half Dozen	PR	Pair
		BL	Block	HU	Hundred	PT	Pint
<b>Temperature</b>		BN	Bulk	IN	Inch	PW	Pennyweight
CE	Centigrade/Celsius	BO	Bottle	JB	Jumbo	QD	Quarter Dozen
FA	Fahrenheit	BR	Barrel	JO	Joint	QR	Quire
KV	Kelvin	BT	Belt	JR	Jar	QT	Quart
		BU	Bushel	KE	Keg	RD	Rod
<b>Time</b>		BX	Box	KG	Kilogram	RE	Reel
DA	Days	CA	Case	KH	Kilowatt-Hour	RL	Roll
HR	Hours	CB	Carboy	KT	Kit	RM	Ream
LH	Labor Hours	CC	Cubic Centimeter	LB	Pound	SA	Sandwich
MO	Months	CF	Cubic Feet	LC	Linear Centimeter	SC	Square Centimeter
WK	Weeks	CG	Card	LF	Linear Foot	ST	Set
YR	Years	CH	Container	LG	Long Ton	SF	Square Foot
		CI	Cubic Inches	LI	Linear Inch	SG	Segment
<b>Value</b>		CJ	Cone	LK	Link	SH	Sheet
CS	Cost	CK	Connector	LM	Linear Meter	SI	Square Inch
LS	Lump Sum	CL	Cylinder	LN	Length	SL	Sleeve
MV	Monetary Value	CM	Centimeter	LO	Lot	SM	Square Meter
		CN	Can	LP	Liquid Pounds	SO	Spool
<b>Volume</b>		CO	Coil	LT	Liter	SQ	Square
DL	Deciliter	CP	Crate	LY	Linear Yard	SR	Strip
DM	Dram	CQ	Cartridge	MA	Machine/Unit	SY	Square Yard
FO	Fluid Ounce	CR	Cubic Meter	MC	Microgram	TB	Tube
GA	Gallon	CS	Cassette	MG	Metric Gross Ton	TG	Gross Ton
LT	Liter	CT	Carton	ML	Milligram	TH	Thousand
ML	Milliliter	CU	Cup	MM	Millimeter	TK	Tank
PT	Pint	CV	Cover	MN	Metric Net Ton	TN	Net Ton
QT	Quart	CW	Hundred Pounds (CWT)	MR	Meter	TO	Troy Ounce
		CY	Cubic Yard	MS	Square Millimeter	TY	Tray
<b>Other</b>		CZ	Combo	MT	Metric Long Ton	UN	Unit
ZZ	Mutually Defined	DC	Disk/Disc	MX	Mixed	WH	Wheel
		DE	Deal	OL	Ounce-Liquid	YD	Yard



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