

Shipping Platform

Standards



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1. Introduction

As part of Bunnings commitment to building the best, our import process is a key element of our end to end supply chain; contributing to our ability to meet our lowest price, widest range and best service pillars.

This document provides our international suppliers with a guideline of the minimum standards required to optimise the shipment of products, as well as ensuring the safety of all involved.

The consideration of safety not only includes how products are packed and stacked into containers, but also the adherence to national quarantine and biosecurity laws. The countries in which Bunnings operate have very strict quarantine laws and suppliers need to consider and mitigate all potential biosecurity issues.

We will consider all recommendations and options from suppliers that are consistent with the objectives outlined below:

- Ensure team safety when handling products in our stores and Distribution Centres
- Minimise overall supply chain costs, from supplier to store to achieve lowest prices
- Protect the integrity and quality of the product
- Ensure all consignments arrive free from biosecurity or quarantine issues

Containers must be loaded as per the Shipping Platform Standards to ensure the safety of our teams and the most efficient unload of stock to achieve lowest cost. If a supplier fails to adhere to these guidelines, Bunnings may incur additional costs to unload shipping containers, hold stock, process damaged stock or rework inventory to meet business requirements. In such cases, Bunnings reserves the right to recover all or part of the costs incurred due to non-compliance from the supplier.

The target areas outlined in this document include:

- Maximising container utilisation
- Reducing manual handling and double handling. Where possible, our aim is to achieve 'one touch, supplier to store'
- Unloading containers as efficiently as possible
- Minimising waste
- Ensuring product integrity through packaging strength and design
- Minimisation of any risk associated with quarantine and biosecurity issues Our goal is to collaborate with suppliers to achieve these objectives.

2. Sustainability

Sustainability is important to us because it's the right thing to do and our customers and team members expect it.

As we continue to grow our business, and employ more team members, we're also committed to reducing our impact and improving the overall efficiency of our operations.

This includes achieving better and more efficient use of resources and ensuring our suppliers operate sustainably and ethically.

These Shipping Platform Standards seek to guide suppliers in how they can support our sustainability strategy. Relatively small changes such as moving to timber instead of MDF, plywood or chipboard, reducing unnecessary void fill and general adherence to the standards will have a significant impact.

For more information on sustainability at Bunnings please visit our website at

www.bunnings.com.au/about-us/sustainability.



Bunnings is a member of the Australian Packaging Covenant Organisation (APCO) and has made a commitment to provide fully sustainable packaging on all products offered to the Australian and New Zealand markets by 2025.

Sustainable packaging is:

- Minimised to only include layers that are necessary to protect the product as it travels through the supply chain
- Either reusable, recyclable after it has served its primary purpose
- Contains at least 50% recycled content
- Manufactured from renewable or recyclable materials

These sustainable packaging guidelines apply to all the packaging in Bunnings' supply chain from shipping and transportation through to end consumer. This means that Bunnings is longer able to accept the following materials, which are not recyclable within Australia and New Zealand:

- **Black tinted plastic**
- **Single use plastic bags**
- **PVC**
- **PS and EPS**
- **Composite materials or plastics**

Examples of sustainable packaging alternatives include:

- Recyclable and clear mono polymers such as HDPE, LDPE, PET and PP
- Recyclable metals
- Timber, cardboard and paper, preferably sourced from renewable forests (i.e FSC or PFEC Certified)
- lighter and more compact materials for efficient transport and distribution

If you have any questions email SustainablePackaging@bunnings.com.au for more information.



3.Container Packaging Options

This section provides a general description of the types of container packaging and handling options available. The Bunnings preferred option is dependent upon the product profile, including the size and weight of the carton/product.

Products may be bulk stacked in distribution centres to maximise space efficiency. In these instances, pallets may be stacked up to five high in non-racked areas within the warehouses. To enable this, adequate packaging, wrapping and strapping as well as minimal airspace in cartons is required to eliminate any risk of collapse. Bulk stack collapses put team safety at risk, as well as increase the likelihood of product damage. The team will be in touch if we need any further support with this initiative.

Bunnings are eager to support suppliers in ensuring products comply with our Shipping Platform Standards from the outset. Suppliers are encouraged to liaise with Bunnings regarding container packaging options for brand new products and first-time shipments. Suppliers should share images and details before shipments are loaded to avoid any issues once the product arrives at destination.

Based upon the guidelines outlined below, supplier discretion is advised when choosing the most suitable option.

Container packing options available for shipping Bunnings products:

1. Hand/loose load
2. Slip sheets
3. Palletainer
4. Nestable plastic pallet
5. Cardboard pallet
6. Wooden pallet
7. Chair stands
8. Timber product loading



3.1 Hand/Loose Load

Hand load is preferable where a carton or product weighs 16kgs or less. This creates minimal waste and the most efficient unload. Multiple SKUs should be easily distinguishable in mixed containers. If this is not the case, steps should be taken to ensure individual SKUs can be identified when unpacking the container.

In instances where there are multiple products in a hand loaded container, please ensure that the same SKU is packed together rather than being scattered in the container. The heaviest boxes should be on the bottom of the container and lightest on the top. This is to avoid crushing or product damage.



Example of a well packed hand load container

There may be some products that are under 16kgs in weight but are bulky or awkward to manually handle. For products of this nature, support skids should be utilised to assist in container unload and storage. Some guidelines on when to use support skids include:

- Big, bulky or awkward products
- Products and containers with low cbm to cargo weight

Please ensure stillages are reviewed for any sharp edges to prevent any injuries and/or damage to product.

Examples of this type of product include garden hand tools (shovels, hoes, spades etc).



Example of support skids in use. Storing products in this manner saves on rack space and allows for efficient container unload and movement through the Distribution Centre.



3.2 Slip Sheets

Slip sheets are to be utilised where:

- a) The carton or product weighs more than 16kgs
- b) The total weight of products on a single slip sheet does not exceed 500kgs

When used in the right situations, slip sheets can save considerable amounts of time when unloading containers and handling product; which in turn saves on labour expenses and reduces the risk of injury.

In addition, slip sheets cost and weigh less than pallets and are only a fraction of the thickness; increasing space and improving the efficiency of container loading.

Slip sheets can be made of plastic (preferred option) or cardboard.



Plastic and cardboard slip sheets

Slip sheet operations

Slip sheets have an extended pull tab to allow loading and unloading stock out of a container. A forklift truck uses a push- pull attachment to move the goods by grabbing the tab and dragging the load from the container onto the forklift trucks forks.

To unload the stock from the forks, the forklift truck pushes the entire load off, including the slip sheet. This process is illustrated in the pictures below:



Loading and unloading slip sheets



Slip sheet standards

- One SKU per slip sheet for live products
- Slip sheeted product should not exceed 1.8m high
- Plastic is the preferred slip sheet material, with the other option being cardboard
- The slip sheet must be capable of handling the load upon it (tensile strength) and must remain intact during transportation and handling in the Distribution Centres
- Slip sheets should have extended pull tabs on all four sides to allow for loading and unloading
- The tab should be approximately 5cm in length to allow for the push-pull attachment to grab the slip sheet and secure wrapping. If the tab is greater than or less than 5cm in length, it becomes difficult for the push-pull attachment to grab the stock
- Shrink-wrap must be used to secure the load. The exposed slip sheet tab should always face the container door. All other tabs are to be wrapped within the shrink-wrap to secure the product to the slip sheet
- Banding is to be used when the total weight of the slip sheeted stock is 350kgs – 500kgs
- A plastic or cardboard slip sheet is to be secured to the top of the slip sheet load to assist with ease of unloading. Honeycomb cardboard is not to be used
- The side of the loaded slip sheet that faces the container door needs to be at least 900mm wide so that the attachment can grab one slip sheet at a time safely

3.3 Palletainers

A palletainer is a heavy-duty cardboard container used for the storage and transit of loose fill product. A palletainer can also be used as the product's outer packaging, which can be shipped to stores and merchandised as pallet stacks.

Palletainer advantages

- Allows for the use of mechanical handling equipment to optimise handling process
- Outer packaging is no longer needed
- Banding, glue, staples or shrink-wrap are no longer required to secure the load
- Cost effective alternative to wooden and metal crates



Examples of Palletainers

Palletainer standards

- Height can be up to 1350mm (to allow for multiple stacks in a container)
- Payload: varies – generally up to 500 kg
- Packaging must be strong enough to remain intact during transportation and distribution
- A slip sheet or pallet must be underneath the palletainer to enable the product to be unloaded from the container
- One SKU per palletainer for live products
- For promotional lines, multiple SKUs can be within the one palletainer. In these instances, the quantity of each SKU must be consistent for allocation purposes
- Avoid any air space in the palletainer so that the cardboard and product does not get crushed during distribution and handling



3.4 Pallet Guidelines

Suppliers are ultimately responsible for ensuring acceptable pallets are used when shipping products to Bunnings. This includes meeting all quarantine requirements and adhering to minimum standards for size and construction.

Load capacities must be printed/stamped or labeled on each pallet. 3rd party verification reports must be provided on request. (2000kg is preferred)

The three pallet options available to suppliers, in order of preference are:

- 1) Plastic pallet (nestable only)
- 2) Cardboard pallet
- 3) Wooden pallet

Wooden and cardboard pallets and packaging are susceptible to mould. It is critical that pallets and packaging are dry before entering containers to prevent the risk of infection.

Extremely heavy products such as concrete, tiles, bricks, countertops and stone etc. may require plastic or wooden pallets.

If you are unsure of which pallet type to use, please consult with the Global Sourcing team.

General pallet standards for plastic, cardboard and wooden are as follows:

- The pallet must allow for the use of mechanical and manual handling equipment i.e. forklifts and pallet jacks on at least two sides
- The pallet must be capable of handling the load upon it and must remain intact during shipping and transportation
- Palletised stock cannot exceed a height of 1.8m
- The way in which pallets are stacked into the container must be factored in when assessing the strength and durability of pallets e.g. double stacking
- Payload: approximately 500 - 800kgs (please consult the Direct Sourcing team if the pallet exceeds 800kgs gross weight)
- All pallets must be purpose built and need to be durable enough to transport the products throughout the journey from port to store. Pallets must not be made from MDF, chipboard or ply.
- **Load capacities must be printed/stamped or labeled on each pallet. 3rd party verification reports must be provided on request. (2000kg is preferred)**



3.4.1 Plastic Pallet

Nestable plastic pallets are preferred over timber or cardboard pallets due to their low weight, absence of quarantine requirements (as opposed to timber pallets) and resistance to humidity and corrosion. Nestable plastic pallets are also recyclable and take up minimal space when stacked.

Pallets made from recycled plastics are preferred.

Plastic pallet standards

Nestable pallets only

Pallets must be 100% plastic



Illustration of nestable plastic pallets (accepted) versus non-nestable plastic pallets (not accepted)

3.4.2 Cardboard Pallet

Cardboard pallets are the next preferred option to plastic pallets. Cardboard pallets are formed from corrugated cardboard sheets. These pallets include an under layer where spaces are inserted for forklift blades to enter.

Cardboard pallets are lighter than wooden and plastic pallets, are generally cheaper to purchase and can be reused.

Cardboard pallet standards

Pallets must be made from 100% cardboard

Cardboard pallets should not be used if moisture will be present at any point throughout the shipping journey



Example of a cardboard pallet



3.4.3 Wooden Pallets

Wooden pallets are strong, durable, inexpensive and recyclable.

All pallets should be marked/stamped or labelled with the total load capacity of the pallet, 2000kg (2 tonne) is the

preferred. Wooden pallet standards

Pallets must be made of solid timber.

Pallets made from mdf, plywood or chipboard are not to be used, as these pallet types are not recyclable and have high disposal costs. Skids should also be avoided

Timber pallets sourced from a sustainable supply of timber such as PFEC or FSC is preferred.

Timber pallets must be treated and marked with ISPM 15 compliant stamps (see Australian Quarantine in Section 10 and New Zealand Quarantine in Section 11)



Example of a wooden pallet

3.5 Pallet configuration: guidelines and expectations

Pallet Dimensions

The Australian standard pallet size is 1165mm (L) x 1165mm (W) x 150mm (H). and have a carrying capacity of 2 tonnes.

Load capacities of pallets need to be verified by a 3rd party and copies of the certificates should be provided on request.

This pallet size is ill-suited for the standard 20' and 40' shipping containers used globally. For this reason, the size of the pallet used to ship goods to Bunnings can be modified to maximise container utilisation and suit the merchandising requirements of the business e.g. where products are merchandised on pallets in store racking.

The standard pallet size in New Zealand is 1200mm (L) x 1000mm (W) x 140mm (H).



Example of products merchandised in store bays

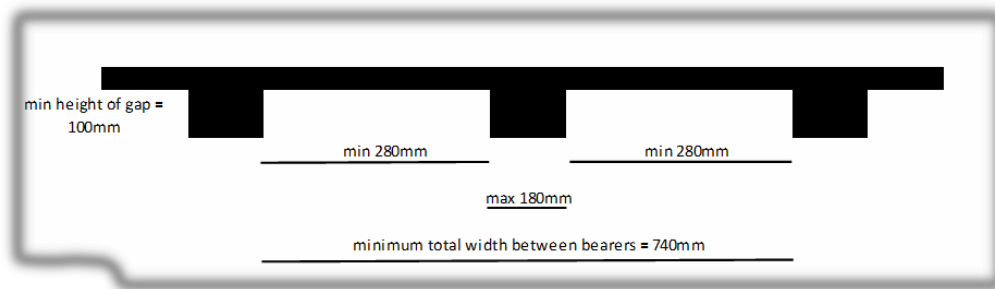


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Alternate pallet/skids or crate dimensions

Name	Dimensions (W x L)
EUR, EUR 1	800 mm x 1200 mm
EUR2	1200 mm x 1000 mm
EUR3	1000 mm x 1200 mm
Other	1100 mm x 1140 mm

Although the length and width of the pallet may be adjusted as set out above, in all instances the height of the pallet must be up to 150mm, with a 100mm gap to allow forklift tines and pallet jacks to access the pallet. The minimum distance between bearers should be 280mm to allow forklift tine and pallet jack entry. The maximum width of the bearers should be 180mm.



Stacking products onto pallets

Stock that fits within the standard slip sheet dimensions should be stacked in an 'interlocked' pattern to create load strength and stability, whilst maximising transport efficiencies.



*Example of product stacked on pallet in an interlocked pattern:
alternative layers are stacked at 90° to the previous layer*

Stock which overhangs the standard slip sheet dimensions should be stacked in a 'column' pattern so that two sides are accessible for mechanical equipment.



Example of product stacked on pallet in a column pattern: each layer has the same configuration, with two sides of the pallet remaining accessible



Shipping Platform Standards

The way in which a product moves through the supply chain must be considered by the supplier during product packaging and design. In line with minimising overall supply chain costs to achieve lowest prices, Bunnings will seek packaging design that adequately protects the product from damage as well as allowing the product to fit within the dimensions of a standard pallet size (section 2.5) to help increase supply chain efficiencies.

3.6 Corner Posts

Corner posts (or cardboard edge protectors) provide greater strength when products are stacked on top of each other during transit. Corner posts help avoid damage to products, stabilise the load and reduce the chance of stock shifting in the container.

As a general guide, all slip sheeted, or palletised stock should utilise corner posts to give the load greater structural strength and protection during transit.



Examples of corner posts in use

Additional requirements:

Corner posts are required on each edge of the slip sheet load

Corner posts dimensions must be:

Length (L) – to match total pallet or slip sheet height

Width (W) – 50mm

Height (H) – 50mm

Thickness (L) – 4mm

Shrink-wrap should be used to secure corner posts onto the palletised stock rather than sticky tape. This will avoid damage to cartons, labelling and shipping marks.



Example of damage to cartons when sticky tape was used to secure corner posts



3.7 Chair Stands

Chair stands can be used when shipping resin, plastic, steel and aluminium chairs.

Chair stand guidelines

Stands must be made from 100% plastic or metal to allow for recycling

Wheels should not be used where possible

Load stability must be considered – stands should be at least 900mm wide to allow forklift tines to get underneath the stand and lift the stock safely. To cater for this, multiple stacks can be banded and wrapped together (see image below)

Standing upright in a container, the chair stack footprint would ideally be similar to the standard size of a pallet
The stand must allow for the use of mechanical and manual handling equipment i.e. forklifts and pallet jacks on at least two sides

The stand must be capable of handling the load upon it and must remain intact during shipping and transportation.

Stock where possible should not exceed a height of 1.8m

*Please consult the Global Sourcing team if the chair stack exceeds this height



Example of resin chairs where four stacks have been banded and wrapped together to create a 'pallet footprint'.

In this case, mechanical equipment can be used to unload the container.



Chair stand with legs

3.8 Timber Product Loading

When bulky and/or heavy, some timber products can offer additional challenges during shipping and handling. To ensure the safety of the team in our stores and Distribution Centres as well as protect the product from damage, the following guidelines have been set out.

Timber pack standards

Maximum weight per pack: 2 metric tonnes. Packs cannot exceed 500kgs per 1.3m length

Maximum height per pack: 600mm inclusive of packaging

Maximum width per pack: timber packs should not exceed 1100mm in width, sheet products should not exceed 1220mm

Maximum length per pack: 6.0 metres

Maximum drag weight in a container: 6 metric tonnes

The supplier must ensure that the product weight is evenly distributed across the pallet, regardless of pack length

A centre weight identifier (by weight, rather than length) is required on all packs greater than 3m in length

No outer pack multi strapping (unless by prior agreement)



*Example of a timber pack where the product has been evenly stacked on the pallet.
Red tape has been used as the centre weight identifier*

Pallet standards

The pallet must be made from solid timber and manufactured to suit the size of the product

The pallet must allow for the use of mechanical and manual handling equipment i.e. forklifts and pallet jacks on at least two sides.

The pallet must be capable of protecting the stock and handling the weight of the load upon it throughout shipping, handling and distribution.

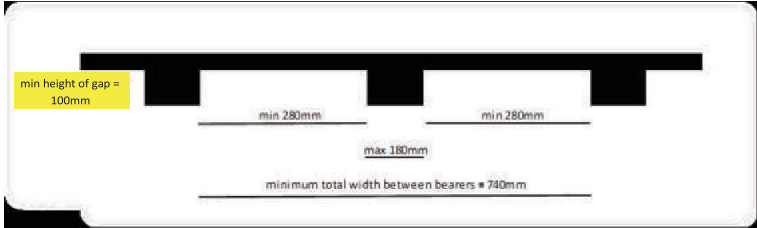
Bearers must be one piece of timber rather than multiple pieces joined together.

Bearers should be secured to the pallet with glue and nails and should be at least 100mm high to allow forklift forks to get underneath the pack and wide enough to provide a stable base for the palletised stock.

A timber 'sled' is required when the timber pack is 2.4m or longer to allow for unload when the widest side of the pack is not facing the container door. There is no option for chain and drag. Bearers should have a minimum height clearance of 45mm.

TIMBER BOARD PACKAGING EXAMPLES

Pallets



-Plastic pallet



-Timber pallet design

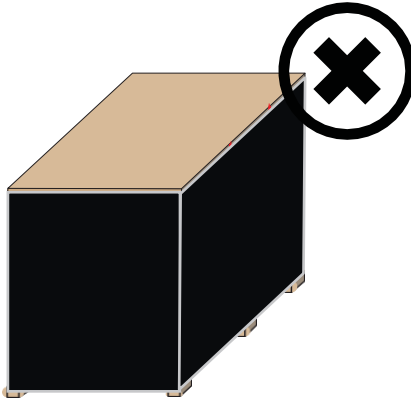
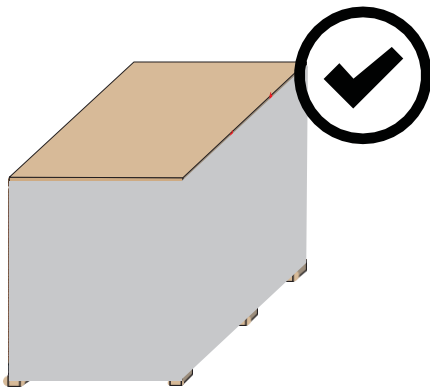


Packaging

- Clear shrink wrap
- Plastic strapping
- Cardboard top and corner pillar protection



Stack to be wrapped in clear plastic
NOT black plastic



- Too much unnecessary MDF protection sheets
- Too much packaging on the sides





Shipping Platform Standards



Example of a timber pallet with a bearer that is too thin and incorrect labelling standard



*Two pieces of timber have been glued together and used as a bearer.
These often break apart during handling*

Labelling standards

Labels detailing the item number, description and quantity must be attached to the front, back and two ends of every pack

The font size must be large enough to be clearly readable from a distance of 4.5m or greater

The abovementioned labels should be in addition to the shipping marks (refer to section 6.2)

For packs greater than 1.3m in length, information regarding the gross weight of the pack/pallet should be attached to the centre of each side of the pallet

General standards

The pack quantities of each SKU must be consistent

The total cargo weight of the container must be considered before loading and shipping stock (section 4 outlines the maximum metric tonnes per container size)

Dunnage must be utilised where there is potential for the load to shift in the container (section 5 details our void fill standards)

The product must be adequately protected from damage through the use of banding and shrink-wrap or plastic wrapping (see the following section 3 for further details)

Timber products should be adequately restrained inside containers to minimise movement during transit. This can include the use of airbags, netting and tie downs where necessary (refer to section 5 for further information).

Product should be stacked into containers in a way that enables unload at the distribution centres i.e. material handling equipment can safely unload packs straight out of the container without additional handling.



Example of a well packed and labelled timber pack

If you have a product that falls outside of any of the parameters outlined above, please contact the Direct Sourcing team for further advice.



3.9 Rug Product Loading

Rugs are a popular yet challenging range of products to ship internationally. The size and shape of the product make them difficult to ship via traditional methods, resulting in lost time and higher costs. Below is a set of shipping standards to assist with shipping rugs safely and efficiently. The benefits of packing rugs to these standards include

- Less time to unload containers
- Increased team safety
- Better product protection
- Increased pick accuracy and speed
- Increased handling efficiencies throughout DCs and transporting to stores
- Better merchandising set up and presentation in stores

Container Packing

Options

Palletainers/Boxes

This is Bunnings preferred method of container loading for rugs and should be used where hand loaded containers have been used previously.

Palletainers/boxes significantly reduce container unloading times and enables double stacking of pallets in dispatch. This results in stock moving through the network smoothly and efficiently and at the lowest cost.

Palletainers/boxes also support stores with merchandising and displaying the product for sale.

In addition, waste is reduced through compacting the boxes, our inventory accuracy increases, and products are more protected from damage.

Stock should be packed as one SKU per palletainer/box or consistent mixed quantities; enabling for a quicker and more cost effective unpack versus hand unloading and sorting manually.

The palletainers/boxes need to be custom made to the size of the product, with a weight limit of 500kgs per palletainer/ box. Loading needs to allow for forklift unload at the Distribution Centres – please consider the direction the palletainer/box faces to ensure unpack is possible. Airspace in palletainers/boxes should be avoided so that the cardboard and product does not get crushed during distribution and handling and containers need to be fully utilised where possible to minimise overall shipping costs. The palletainer must be clearly marked with product details for easy identification.

Please refer to Page 7 of the Shipping Platform Standards for further information.



Example of boxed product. The box needs to be sturdy and strapped to support the weight of the product. Shipping Marks must be as per guidelines



Example of oversized product on purpose made pallets, supported with strapping. Slip-sheets can be utilised to separate layers.



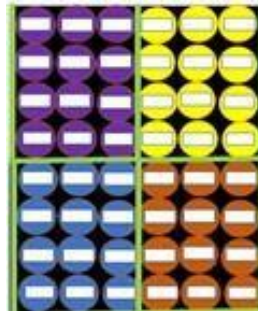
Stillages

Stillages are a support frame used to secure a product and allows for easy storage and movement through the network. They can be made from wood or metal.

Each stillage is to contain individual SKUs rather than mixed items. The quantity of SKUs per stillage should be consistent. This enables the team to be more efficient and accurate when unloading and picking stock at the Distribution Centres.

Please ensure stillages are reviewed for any sharp edges to prevent any injuries and/or damages.

Upright stillages/cages may be a suitable option if available. Containers need to be fully utilised where possible to minimise overall shipping costs.



Example of stillages of individual items loaded into a container



Examples of products laying down or standing up in purpose made stillages/crates

Hand Load

This is the least preferred method for transporting rugs; and is only suitable for rugs weighing less than 16kgs each. Items over 16kgs require a two person lift which is difficult when pulling/lifting rugs out of a container. Therefore, to ensure the safety of our team, rugs weighing <16kgs should be hand loaded.

In addition to safety risks, unpacking containers of hand loaded rugs can take up to 15 hours, which is exceptionally time consuming and requires additional resources and space.

If palletainers aren't possible, the following factors need to be used when hand loading the container:

- 3.9.1.1 Items need to be grouped together, not spread across separate containers or layers. This allows for easier unloading, sorting and picking (refer to image below)
- 3.9.1.2 Each layer is preferably a separate SKU
- 3.9.1.3 Items should be layered heaviest & longest (bottom layer) to lightest/shortest (top layer)
- 3.9.1.4 Containers need to be fully utilised where possible to minimise overall shipping costs.



Hand loaded layering example



Labelling

A label is required to be affixed on each end of every individual rug/item code e.g. SKU: 00001 blue labels, SKU: 00002 yellow labels etc. This assists the Distribution Centres in clearly identifying each rug when unpacking and sorting the load for picking.

Each label is to include the Item Number, Product Description, Weight & Weight Icons as clear identifiers.

Please refer to Weights & Weight Icon's guidelines on pages 27-28 of the Bunnings Shipping Platform Standards.



Example of colour label attached to the end of each rug

Packaging

Each rug is to be enclosed in a strong quality plastic covering/bag. This is to avoid ripping before and during unload, which can result in injuries, product damage and incorrect identification of product.

Third Party Consolidation

If suppliers do not have the capability or resource to consolidate products into palletainers, Bunnings can support in exploring and facilitating third party consolidation options offshore, via transshipments or local consolidation. Please contact our International Shipping & Logistics team for further information (contact details listed below).



1. Shrink Wrap & Banding Standards

Pallet

All slip sheeted and palletised products must be shrink-wrapped and/or banded to ensure adequate load containment during the shipping and handling process. Shrink-wrap prevents damage to the goods and both shrink-wrap and banding prevents the goods from moving during transit.

Shrink-wrap specifications

- Hand shrink wrap 17UM
- Machine shrink wrap 20UM
- Shrink-wrap must be applied with 50% overlap and cover all four corners of the pallet or slip sheet
- Two full wraps are required at the top and bottom of the pallet or slip sheet to ensure that the stock is secure
- Any shrink wrap used must allow for effective fumigation ie. Have perforations that make it porous to Fumigation gases. Compliance with: Guide to performing QPS fumigations with methyl bromide – August 2018

Banding specifications

19mm composite strapping must be used on all timber and tile products

13mm plastic/polyester strapping can be used on all other products

Metal strapping is not accepted. Bunnings incur additional costs to unload containers with metal strapping as containers are sent offsite. In such cases, Bunnings reserves the right to recover all costs incurred due to non-compliance from the supplier.

A minimum of two bands must be used to secure product to the pallet. At least three bands are required if product is 1.3m long or longer

The maximum space between each band should not exceed one metre

Banding should be tight to stop palletised stock from sliding and becoming unstable

If metal buckles are used, please ensure no sharp edges are present

Banding may be used instead of or in addition to shrink-wrap. Banding is generally used with heavy and/or wide products to provide additional stability and support.

Cartons

Bunnings has defined wrap and strap standards for our store network and suppliers. A copy of this document can be found on our website or Bunnings Connect (page 32, Contacts List).

No plastic/polyester strapping is to be used on Inner cartons, and is only be used on outer cartons weighing more than 16kgs.

Carton banding specifications

Banding is not to be used when the carton weight is less than 16kgs

No plastic/polyester strapping to be used on inner cartons

Cartons that weigh 16-40kgs should have two straps (see image below)

Cartons that weigh 40kgs or more should have at least four straps - two on each side of the carton

Banding should be tightly secured around the product



Example of double banding on a 16-40kg carton



2. Container Specifications

Container Dimensions

Internal Specifications	20' Dry Cargo Container	40' Dry Cargo Container	40HQ' Dry Cargo Container
Length	5.90m (19.35 ft.)	12.01m (39.39 ft.)	12.01m (39.39 ft.)
Width	2.35m (7.71 ft.)	2.35m (7.71 ft.)	2.35m (7.71 ft.)
Height	2.38m (7.80 ft.)	2.38m (7.80 ft.)	2.69m (8.82 ft.)

Container utilisation and weight

Please use the below table as a guide to the container utilisation expectations for factory loaded FCL containers:

Container Type	Minimum Stowage*	Optimal Stowage	Cargo Weight**
20'GP	22 CBM	28 CBM	24 M/T
40'GP	44 CBM	59 CBM	26 M/T
40'HC	60 CBM	68 CBM	26 M/T

*Minimum CBM allowed without authorisation

**Maximum metric tonnes – including the weight of the container

Containers should be inspected to ensure they are free from damage prior to loading. Damaged containers are not to be used as they can cause issues with biosecurity, product damage and difficulty opening the containers for unload at the Distribution Centres

Samples & Spare Parts

When adding samples or spare parts to a container, suppliers must follow the standards set out in this document. Metal strapping must not be used; products must always be clearly labelled and packed to the same standard as ranged products.



3. Container Fill Requirements

The Container Packing Options guide outlined above (section 2) describes how a product should be packed into a container based on the product profile. The guideline is designed to assist suppliers in choosing the best option between hand loading, slip sheeting or palletising stock. This will help ensure that we maximise container utilisation, which in turn will minimise freight and handling costs.

In addition to maximising container utilisation, containers must be loaded to ensure that the product is not damaged during the journey and stock can be unloaded safely and efficiently by the team at the Bunnings Distribution Centres.

The following guidelines should be met:

Pallets and slip sheets should be based on pallet quantities where known. The Global Sourcing team will provide this information quarterly to assist with this requirement.

If the pallet quantity is unknown, the number of units and way the product is loaded onto each slip sheet should be uniform, with at least two layers in the container e.g. one on the base and the other layer half way up the container.

Where low height slip sheets are used, more layers may be utilised e.g. in multi-line containers



Illustration of how products are to be packed on slip sheets in a container

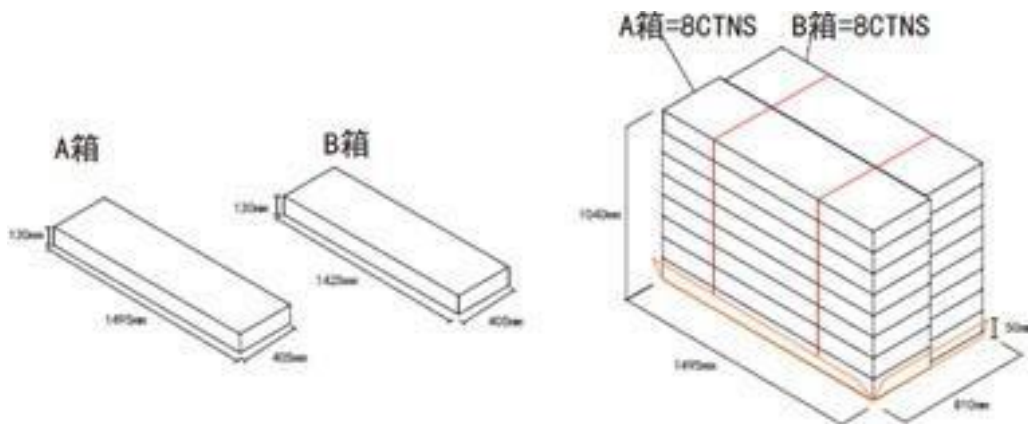
Loose stock should not so far as possible be stacked on top of pallets. If this is necessary to maximise container utilisation, the product or carton weight must not exceed 16kgs (to allow the Distribution Centre teams to unload the product safely)

The container should be packed in a manner that avoids any possibility of movement during transit

The internal dimensions of a container are slightly larger than that of the container door opening. Container door height and width must be accounted for so that stock can be unloaded without obstruction

When loading containers at the factory, if the container is not all loaded at once, the doors should be closed to reduce the risk of insects, pests or animals inadvertently entering

If a single SKU has multiple boxes e.g. box 1 of 2 and box 2 of 2, the boxes should be packed side by side in the container (see image below). Packing the boxes together results in a more efficient container unload



Example of box 1 of 2 (A) and box 2 of 2 (B) being stacked together on the same slip sheet

Void Fill / Dunnage

Void fill or dunnage must be used when necessary to protect the stock from movement in transit.

Void fill standards

Airbags are the preferred means of protection. The airbag used must be capable of adequately stabilising the load during the shipping journey

If airbags are not available, load restraints such as lashing, or tie downs should be utilised. Additional lashing points and the use of tie downs throughout the container may be used to further aid in stability where required



Example of tie-downs used throughout container

Non-SKU items or materials should be removed from the container before it is sealed e.g. waste, grains, unrecyclable and non-essential materials such as polystyrene and timber packing should be avoided



Example of void fill (airbags)

Void fill standards – Timber

Timber containers are generally filled with big, bulky heavy product. For this reason, it is essential that adequate measures are taken to ensure stock doesn't move in transit.

As set out above, airbags are the preferred means of protection and must be capable of adequately stabilising the load. In addition, load restraints such as lashing or tie downs should also be utilised, including using additional lashing points throughout the container where required

Timber packing may be used when both airbags and lashing/tiedowns do not adequately stabilise the load



Examples of void fill (timber packing) in containers to stabilise the load

Cargo nets

In instances where the empty space between loose cartons and container doors exceed 6 inches, airbags and a lashing net must be mounted at the door-end of the container. This will ensure that cargo does not move or fall during transit and unload.



Examples of cargo nets in use

Container Fill Safety

The use of void fill, dunnage and tie downs are designed to minimise movement of product in the container. If not used, or not used correctly, loads that have shifted have the potential to cause:

- Uneven weight distribution in containers, leading to increased risk of container and/or truck tips and Chain of Responsibility risk.
- Increased chance of injury to team members opening and unloading the container
- Increased risk of product damage

It is imperative that suppliers take adequate steps to safely secure the product for the supply chain journey. Our team are here to assist if you need advice or guidance to support this.



4. Product Requirements



6.1 Nested Products

Nesting or nested products is a term used to describe SKUs that are stacked within each other during shipment and distribution to assist in maximising container utilisation.

In all cases, the quantity packed into each nested product must be uniform.

Suppliers are required to advise the Direct Sourcing team when a product is nested.

Nested products require adequate void fillers to prevent damage. Cardboard void fillers are preferred, Rubber or Plastic should not be used.

6.2 Shipping Marks

Shipping marks on cartons

Shipping marks are required on all master cartons only. Shipping marks must be printed on one side of the carton, should be easily readable from a distance of at least 2 metres and should cover an approximate area of 15*15cm. Shipping marks should not conflict with the graphic layout of a carton. If the master carton is a full colour box, the shipping marks are not to be printed on the artwork.

Shipping marks on pallets or slip sheets

Similar to shipping marks for cartons, shipping marks are also required on palletised or slip sheeted stock to allow for ease of identification and assessment of handling options within the Distribution Centres.

Shipping mark standards – information to be shown on each carton:

SHIPPING MARKS	CARTONS	SLIP SHEETS/PALLETS
DEST:	M: Melbourne, B:Brisbane, P:Perth,S:Sydney,A:Auckland	M: Melbourne, B:Brisbane, P:Perth,S:Sydney,A:Auckland
ORDER NUMBER:	Bunnings order number supplied by Bunnings e.g. 245054	Bunnings order number supplied by Bunnings e.g. 245054
ITEM NUMBER:	7-digit identification number supplier by Bunnings e.g. 3130699	7-digit identification number supplier by Bunnings e.g.3130699
DEPT:	Department Name e.g. Hand Tools	Department Name – e.g. HAND TOOLS
QTY:	Number of units inside the carton e.g. 20	Number of cartons & units on the pallet eg.50 cartons, 1000 units
GROSS WEIGHT:	Weight of Carton e.g. 5.1 KGS	Total weight of palletised or slip sheeted stock e.g. GW -255 KGS
SHIPMENT:	Month/year e.g. 04/20	Month/year e.g. 04/20
SPECIFIC REQUIREMENT S:	e.g. THIS WAY UP, HANDLE WITH CARE, FRAGILE etc.	e.g. DO NOT CLAMP, STACKING LIMIT etc.
Where relevant reuse/ recyclable logos should be used on outer cartons, alternative message <i>'This carton is reusable and recyclable in Australia & New Zealand'</i>		



Shipping Platform Standards



DEST	:	*
ORDER NUMBER	:	*****
ITEM NUMBER	:	*****
DEPT	:	*****
QTY	:	*****

WEIGHT ICON

OVERSIZE: This product requires a mechanical aid to lift

WARNING

13 or 14 DIGIT BARCODE

EXAMPLE



Example of shipping marks and symbols

Shipper Barcode

Shipper/master cartons which have a pack quantity greater than one must have a shipper barcode on the outer carton and must be applied to the bottom right hand corner on all four sides of the carton. This should also apply to inner cartons where applicable. Barcodes need to comply with GS1 Standards, for more information please contact GS1 Australia on 1300 227 263 or via website www.gs1au.org if overseas contact GS1 in your capital city. The product, carton and shipper barcodes are part of our packaging hierarchy. These are set up during the initial PSR, and relative to the quantity of products. If you need to amend or add barcodes to cartons or shippers contact directsourcing@bunnings.com.au

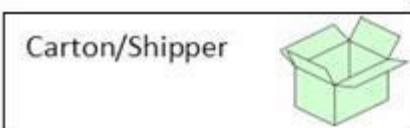
Packaging Hierarchy - Example



The bolt is the base unit (each) with a barcode 9310000000011



This comes in a box of 10 (inner) that is also barcoded 9310000000022



There are 6 boxes of 10 in a carton that is also barcoded 9310000000033





5. Container Packing Options - Quick Guide



Hand/Loose Load

- Carton or product weighs 16kgs or less



Slip Sheets

Carton or product weighs more than 16kgs, less than 60kgs
Plastic or cardboard slip sheet material
Up to 500kgs per slip sheet
Height of single slip sheeted product should not exceed 1.8m
One SKU per slip sheet. The number of units per slip sheet should be uniform and match the pallet quantity where known



Pallets

- Pallet options – palletainer, nestable plastic or cardboard. **No mdf, plywood or chipboard**

To be used where palletised stock exceeds 500kgs
Pallet size options EUR, EUR1, EUR2, EUR 3 or 1100 x 1140
Height of palletised product should not exceed 1.8m
One SKU per pallet.
The number of units per pallet should be uniform and match the pallet quantity where known
Pallets should be marked/stamped or printed with the load capacity- Load capacity certificates must be provided on request (note that 2000kgs or 2 tonne is the preferred load rating for all pallets)



Chair Stands

Shipment of resin, plastic, steel and aluminium chairs
100% plastic or metal
Wheels should not be used where possible
Stacks to be banded and wrapped in stacks to create pallet sized footprint
Stands should have legs to allow for mechanical handling equipment to move stock



7. Container Packing Options - Quick Guide cont.



Dunnage

Airbags are the preferred means of protection
If airbags are not an option, load restraints should be utilised
Extra lashing points and tie downs can be used to aid stability
High density foam cushioning can be used for nested and fragile products such as pots
Unrecyclable materials such as polystyrene and timber packing should be avoided



Shrink-Wrap/
Banding

All slip sheeted and palletised products must be shrink-wrapped
Banding can be used instead of or in addition to shrink-wrap (at least two bands, three bands are required for products longer than 1.3m)

Metal strapping is not accepted

Banding is required on individual cartons that are 16kgs or heavier
Banding should be tightly secured around the product



Rugs

Palletainers/cartons are the preferred method. Stock should be packed as one SKU per palletainer/box or consistent mixed quantities
Stillages is the second preferred option. Each stillage is to contain individual SKUs rather than mixed items.

Hand Load is the least preferred method and is only suitable for rugs weighing less than 16kgs each. Items need to be grouped together and layered heaviest & longest (bottom layer) to lightest/shortest (top layer)

A label is required to be affixed on each end of every individual rug to assist with identification. Each label is to include the Item Number, Product Description, Weight & Weight Icons as clear identifiers.

8. Weight Icon Program

Weight Marking Icons were introduced in 2004 and play a key role in Bunnings' commitment to the safety of team members, customers, suppliers and contractors. The aims of the weight warning icons are to:

- Reduce and minimise weight related workplace injuries
- Raise the awareness of the potential of injury if the product is picked up incorrectly
- Maintain a high safety standard in our workplace

All individual products and shipping/packaging cartons exceeding 10 kilograms are to have weight icons displayed as per weight marking program specifications.

Further information on the weight icon program & Minimum sizes of logo can be found at:
www.bunnings.com.au/about-us/for-our-suppliers





Weight Icon Standards

Icon Applications the Icons can be a two-colour sticker or incorporated into the packaging design.

Size: The two-colour icon stickers can be printed in 3
(a) 50 x 45mm – to be used on bagged or boxed packaging with ALL sides of box being less than 300mm depth.
(b) 80 x 70mm – to be used on bagged or boxed packaging where at least one side is greater than 300mm depth.
(c) 110 x 95mm – to be used on all cartons where any side is greater than 500mm
NOTE: The placement of the icons should be located on all four faces of the bottom right hand corners of the outer carton or packaging.

Colours: For maximum visibility, the two-colour version of the icon is the preferred.
On single or two-colour package designs the Weight Icon can be printed in one colour only on the outer packaging, provided it's contrasting to the colour of the product and the information can be clearly differentiated by customers.
E.g. on two colour jobs, use the brightest colour to print the Weight Icons.

Icon Location: The suitable size printed icons must be incorporated on to the packaging positioned on the packaging, in locations the people lifting the item can easily see.



10 - 16 kg Weight

For single boxed, bagged products or multi-packed products packed in bulky packaging. 10kg up to 16kg.

16kg is the maximum weight for this icon.

Colour: Pantone Green 347

Pictogram: Showing single person lift



16.1 - 40 kg Weight

For single boxed, bagged products or multi-packed products packed in packaging 13.1kg up to 40kg and requiring a two-person lift to avoid injury.

Colour: Pantone Yellow 116

Pictogram: Showing two- person lift

Note: In addition to the weight of the product, this icon should also be used if the product is big, bulky and/or awkward to handle and where a '2- person lift' is recommended to avoid injury.



40.1 - 60 kg Weight

Heavy weight icon for all products that are over 40kg up to 60kg that require a two- person lift to avoid injury.

Colour: Pantone Colour 165

Pictogram: Showing two- person lift

Note: Cartons over 0.143 cubic metres are required to have safety icons placed on the outer packaging.

In addition to the weight of the product, this icon should also be used if the product is big, bulky and/ or awkward to handle and where a '2-person lift' is recommended to avoid injury.



Oversized or Bulky Extremely

Heavy/Oversize Weight Icon - for all extremely heavy (60kg+) and bulky oversized products that require a mechanical lifting apparatus to lift/move to avoid lifting injury.

Colour – Process Black

Pictogram: Showing mechanical aid required for lifting

Note: Cartons over 1.5 cubic metres are required to have safety icons placed on the outer packaging.

In addition to the weight of the product, this icon should also be used if the product is big, bulky and/ or awkward to handle and where a '2-person lift' is recommended to avoid injury.



9. Biosecurity

A broad range of products are supplied through our Distribution Centres, which is normally done without delays. On occasion we do experience biosecurity issues that cause delays to the distribution of stock and may require further investigation with the quarantine regulator. Biosecurity issues can lead to additional costs which may have to be borne by the supplier.

Products made of wood, with wooden components and timber pallets are the main areas of concern but other issues such as borers, other live insects and contamination with plant material can also cause problems.

There are several simple steps suppliers can take to ensure hassle-free delivery. These include, but are not limited to:

- Ensure all the people involved in handling and packing the container are aware of local quarantine requirements before shipping products
- If the product needs to be fumigated, ensure the fumigation certificates are included with required paperwork
- If products do not need to be fumigated, ensure that the pallets/dunnage/packaging material does not require fumigation
- Some shipping containers have wooden floors. If given the choice, containers with wooden floors should not be used as they present a higher risk to biosecurity issues.
- If wooden floored containers are used, every attention should be given to ensuring that there are no insects present in the container, including under or within the floor.
- Ensure that any wooden products or packaging material are completely dry before packing them to eliminate any risk with mould or fungi growing during transit
- Where possible, pack consignments indoors to prevent contamination by leaves, plant parts, animals or insects
- **Ensure containers are free of seeds and grains, with focus on ensuring the container is clean**
- Complete a final inspection of the packed containers to ensure there are no animals, insects, litter, plant parts before closing and sealing the container
- Where appropriate - packaging of product and the packing of the container must allow for effective fumigation. ie. Appropriate air spaces and porous packaging. Check Quarantine Standards for additional information.
- If the container has been sealed and fumigated, do not open it again

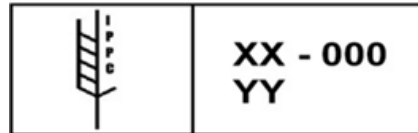


10. Australian Quarantine

Department of Agriculture, Water & Environment (DAWE) require certain types of pallets such as wood to be treated and marked with ISPM 15 compliant stamps.

ISPM 15 is the phytosanitary measure taken to reduce the introduction and/or spread of quarantine pests associated with timber packing and dunnage.

Wood packaging material bearing the stamp or mark below is certified as being ISPM 15 compliant. It may be stamped or branded to the wood packaging material in any colour.



ISPM 15 mark

An ISPM 15 internationally recognised certification mark must include the following:

IPPC certification symbol (this is a registered trade mark).

XX: represents the two letter ISO country code where the wood was treated.

000: represents the unique certification number (which ensures that the wood packaging material can be traced back to the treatment provider and/or manufacturer).

YY: is the treatment abbreviation where:

- HT: is the code for heat treatment using conventional steam or dry kiln heat chamber to a minimum of 56° C for a minimum of 30 minutes
- MB: is the code for methyl bromide fumigation
- DH: is the code for heat treatment using dielectric heat

Other information such as the date of manufacture, batch number, company name or logo, may also be included outside of the border of the mark if it is not confusing, deceptive or misleading.

Suppliers must check DAWE rulings on whether pallets need to be heat treated or fumigated along with proof of treatment. For more information refer to:

Timber and Bamboo Packaging:

<http://www.agriculture.gov.au/import/goods/timber-packaging>

ISPM 15 Wood Standard:

<http://www.agriculture.gov.au/import/goods/timber-packaging/isp-15>

Non ISPM Pallets:

If timber pallets are used that are not ISPM rated then special attention should be paid to ensure that those pallets are free of insects and mould. There may be an additional requirement for phytosanitary treatment of those pallets.

BSMB – BROWN MARMORATED STINK BUG		
Additional fumigation treatments are required during BMSB season (1 st Sept to May 31 st), to be completed at Port of Origin at Suppliers expense.		
Further information on Biosecurity Importing requirements can be found on the relevant Departments Websites or by contacting them directly:		
Country	Australia	New Zealand
Regulator	Department of Agriculture, Water & Environment (DAWE)	Ministry of Primary Industry (MPI)
Imports Information	http://www.agriculture.gov.au/import	https://www.mpi.govt.nz/importing/overview/overview-of-the-importing-process/
BMSB information	http://www.agriculture.gov.au/import/before/brown-marmorated-stink-bugs	https://www.biosecurity.govt.nz/importing/vehicles-and-machinery/requirements-documents-for-importing-vehicles-machinery-or-equipment/brown-marmorated-stink-bug-requirements/



Shipping Platform Standards

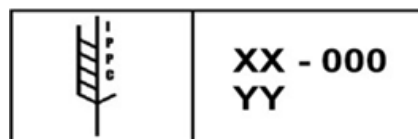
Contact email:	(use the online form) http://www.agriculture.gov.au/general-inquiries?query=imports	info@mpi.govt.nz
Contact phone:	1800 900 090 overseas: +61 3 8318 6700	0800 00 83 33 – General Enquiries (NZ only) +64 4 830 1574
Documentation for New Zealand Ports - Has an MPI New Zealand standard packing declaration been completed for the loading of these containers? - If treatment or fumigation has been carried out on these containers, has a valid treatment or fumigation certificate (to MPI New Zealand requirements) been obtained which correctly identifies these containers and the freight loaded inside? If more information is required, please see link below which will take you to all MPI New Zealand Import documentation requirements: https://www.biosecurity.govt.nz/importing/border-clearance/containers-and-cargo/requirement-documents-for-importing-containers-and-cargo/		

11. New Zealand Quarantine

New Zealand Ministry Primary Industries Inspection Service (NZMPI) require certain types of pallets such as wood to be treated and marked with ISPM 15 compliant stamps.

ISPM 15 is the phytosanitary measure taken to reduce the introduction and/or spread of quarantine pests associated with timber packing and dunnage.

The ISPM 15 compliant stamp or mark is shown below.



ISPM 15 mark

An ISPM 15 internationally recognised certification mark must include the following:

IPPC certification symbol (this is a registered trade mark).

XX: represents the two letter ISO country code where the wood was treated.

000: represents the unique certification number (which ensures that the wood packaging material can be traced back to the treatment provider and/or manufacturer).

YY: is the treatment abbreviation where:

- HT: is the code for heat treatment using conventional steam or dry kiln heat chamber to a minimum of 56° C for a minimum of 30 minutes
- MB: is the code for methyl bromide fumigation
- DH: is the code for heat treatment using dielectric heat

Other information such as the date of manufacture, batch number, company name or logo, may also be included outside of the border of the mark if it is not confusing, deceptive or misleading.

Suppliers must check NZMPI rulings on whether pallets need to be fumigated along with proof of treatment. For more information refer to:

Wood Packaging Import Standard:

<https://www.mpi.govt.nz/importing/forest-products/wood-packaging/>

Wood Packaging Material from All Countries - Import Health

Standard:

<https://www.mpi.govt.nz/importing/forest-products/wood-packaging/requirements/>

Non ISPM Pallets:

If timber pallets are used that are not ISPM rated, then special attention should be paid to ensure that those pallets are free of insects and mould. There may be an additional requirement for phytosanitary treatment of those pallets.

Definitions:

NZMPI	New Zealand Ministry of Primary Industries
IPPC	International Plant Protection Convention
ISPM 15	An International Phytosanitary Measure developed by the IPPC that directly addresses the need to treat wood materials of a thickness greater than 6mm, used to ship products between countries. It affects all wood packaging material (pallets, crates, dunnage, etc.) requiring that they be treated with heat or fumigated with methyl bromide and marked, often branded with a seal of compliance.
NPPO	National Plant Protection Organisation
DAWE	Department of Agriculture, Water & Environment (DAWE)

12. Contact List

Global Sourcing – AU & NZ

Email: DirectSourcing@bunnings.com.au

Ph: +61 3 8831 9777

Contact re: product submissions, shipping platform standards and general enquiries

International Shipping & Logistics AU & NZ

Email: InternationalShipping@bunnings.com.au

Ph: +61 3 8831 9777

Contact re: relations with shipping lines, freight forwarders and the international supply chain process

Bunnings website

<https://www.bunnings.com.au/about-us/for-our-suppliers>

Bunnings Connect

<https://connect.bunnings.com.au/apex/f?p=FSFP:TMLI:7543329676020327>

Lima System

<https://bunnings.csslima.com>