



# SUPPLIER DELIVERY MANUAL



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REV	DATE	OWNER	APPROVER	DESCRIPTION OF CHANGES
01	12-MAR-18	Matt Wahl	Zach Mitchell	Initial release
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**1. PURPOSE/SCOPE**

This document defines the material and delivery requirements that a Supplier must adhere to as part of conducting business with Polaris. These guidelines are intended to be used for any parts delivered to a Polaris plant for use in production. Requirements specific to business between the Supplier and the Polaris Parts Garments and Accessories group (PG&A) are defined by the PG&A Packaging and Labeling Requirements for Suppliers document.

**2. GLOSSARY**

TERM-SYMBOL-ACRONYM	DEFINITION
3PL	Third Party Logistics Provider
AIAG	Automotive Industry Action Group
ANSI	American National Standards Institute
ASN	Advance Ship Notice; an electronic notification of pending deliveries
DDR	Delivery Discrepancy Report; a corrective action notice issued by Polaris for a non-compliance issue
Density	Cubic utilization; for packaging it is the ability to fit more parts in a given volume through better parts per container or more packages per trailer position through stacking
EDI	Electronic Data Interchange
ISPM-15	International Standards for Phytosanitary Measures No. 15
Lean Manufacturing	A systematic method for waste minimization within a manufacturing system without sacrificing productivity
Primary Packaging	The box or container a part is packaged in
Secondary Packaging	Pallets or other packaging that primary packaging is used with for shipping
Shipping Handling Unit	One unitized pallet of packages ready for shipping
Shipping Performance	How well packaging choices can utilize space in a trailer
Unitization	Palletization; assembling packages into a configuration ready for shipping
VCI	Volatile Corrosion Inhibitors

**3. SUPPLIER RESPONSIBILITY**

The Supplier is responsible to ensure compliance to any requirement laid out in this document or those contained in any supplemental procedure, regulation or standard referenced within, and to ensure that all packaging material it selects complies with international legal and compliance standards to permit global shipments by Polaris. The Supplier is also responsible to ensure that all employees within their organization, and any of its sub-tier suppliers that service the Polaris account, possess and understand these guidelines. The Supplier must initiate contact with Polaris for any assistance necessary to clarify or implement these requirements. Supplier shall be responsible to Polaris for any additional costs incurred by Polaris for the non-compliance of Supplier, or its sub-tier suppliers, including without limitation, costs arising out of or relating to product losses, damage or seizure, expedited freight, increased duties, fines and shipping delays.

**4. IMPORTANCE OF LEAN PRINCIPLES AND STANDARDIZATION**

Polaris recognizes a commitment to Lean Manufacturing principles as a key enabler to future success and sustainability. In the next few years, Polaris is taking significant steps to ensure the best standards and practices are being introduced throughout the organization. Supplier commitment to a partnership based on mutually beneficial improvement is vital to being able to achieve these goals. Each element in this guideline is crucial in supporting some aspect of this vision. As these processes become more mature and automated, Supplier non-compliance to process becomes more visible and disruptive. Please take the appropriate action to ensure these standards are properly integrated into your operations and support corrective actions to maintain a seamless and efficient flow of service.

**5. ADVANCE SHIP NOTICE (ASN) PROCESS**

Supplier ASN data is a key enabler to the processes that are being developed as part of the Polaris Material Flow future state vision. The ASN process, as described in this section, is targeted for improvements over the course of 2019 and 2020. Those changes, though not captured here, will be communicated to the Supplier at the appropriate time. All Suppliers will be required to submit electronic data to Polaris pertaining to any shipment made, accurate, and in a timely manner from its departure.

**5.1. SCOPE**

Suppliers whose freight transportation is managed by Polaris are required to submit Advanced Shipment Notices per the current Polaris ASN process. The current Polaris ASN system utilizes a customized process that will send the Supplier a shipment instruction based on Logistics route planning. The Supplier will then send back to Polaris a plan vs. actual verification of shipped quantities and details.

**5.2. PROCESS**

Polaris prefers that suppliers communicate via EDI, but also provides a web-based Supplier ASN Portal.

Requirements for electronic communications are found in the Supplier Business Practice Manual [OPS-MANL-01117]

The Polaris ASN Portal is located at [www.polarissuppliers.com](http://www.polarissuppliers.com)

Suppliers must only submit ASN using one method or the other; never both.

The preferred contact for EDI and Portal assistance is [purchasing.systems@polaris.com](mailto:purchasing.systems@polaris.com)

The Supplier shipping instruction will be made available approximately 3 business days prior to the scheduled ship date for domestic and international shipments.

The Supplier is responsible to confirm that they are preparing to ship what is requested on the instruction.

The Supplier will be notified if changes are made to the instruction after initially populated.

The Supplier is responsible to check for changes and adjust as requested.

The Supplier must submit their ASN response no earlier than actual carrier pickup, and no later than 30 minutes after carrier departure.

Suppliers that have an open shipping instruction without an ASN response will receive an email notification the morning after the scheduled pickup date. Failure on the part of the supplier to notify Polaris of a missed pickup, or to otherwise complete the ASN process by Noon central time will be issued a DDR for zero-shipping all orders involved.

When the Supplier submits their ASN, the system calculates any discrepancies against the shipping instruction. These discrepancies will impact the Supplier Score Card.

**6. LOGISTICS****6.1. SUPPLIER RESPONSIBILITIES**

The Supplier is responsible for safe and proper loading of carrier trailers.

The Supplier is responsible for conformance with any and all applicable laws, regulations and standards pertaining to dangerous/hazardous/toxic materials and packaging.

The Supplier is responsible for shipping parts according to the shipping instruction, with parts leaving the Supplier facility on-time and in the requested quantity. The Polaris carrier is responsible for getting the freight to the plant for an on-time delivery.

The Supplier is responsible to provide accurate and complete packaging data on every part they supply Polaris for every Polaris facility that the part is delivered.

The part packaging data is critical for Logistics to accurately plan transportation.

The Supplier is prohibited from shipping parts to Polaris without first communicating its packaging data.

The Supplier is responsible to notify Polaris of new packaging data if it ever changes.

The Supplier is expected to always ship parts in the same configuration as defined by the part's packaging data.

The Supplier is expected to respond to requests from any Polaris third-party Logistics provider (3PL) with the same urgency as Polaris.

The Supplier is required to immediately notify Polaris Logistics of any changes in contacts, shipping location, hours or closures.

The Supplier is expected to work with Polaris to make shipping schedule changes within 30 days of notice.

**6.2. ROUTING & MODE-SPECIFIC REQUIREMENTS**

Full Truckload (FTL), Less than Truckload (LTL), and small parcel (UPS) shipments must be made in accordance with the standard shipping method assigned during the Logistics shipping plan development. The Supplier will be required to ship using an alternate mode when notified via their shipping instruction.

Polaris Logistics will make all carrier arrangements for FTL and LTL modes, and the Supplier is responsible to make pickup arrangements when using small parcel.



**Small Parcel (UPS)**

The Polaris preferred carrier for small parcel is UPS.

The Supplier is responsible to use the proper Polaris UPS account to make small parcel shipments.

Reference The Polaris UPS Inbound Routing Guide [OPS-PROC-01175] for instructions.

**Less than Truckload (LTL)**

When an LTL mode is used, the carrier will be assigned by Penske, the Polaris 3PL for transportation management. Penske will notify the Supplier of the carrier selection on their load verification email.

The Supplier is responsible to record the Penske Load ID Number on the Supplier's BOL to identify that Polaris has authorized the shipment and to approve payment. Any shipments made on behalf of the Supplier that do not include a Penske Load ID Number could result in charges being reversed and sought from the Shipper.

For any questions on the load verification emails or the LTL process, please reach out to the Penske team at [polaris.tm@penske.com](mailto:polaris.tm@penske.com) for assistance.

**7. SUPPLIER COMPLIANCE**

Consistent packaging, labeling, shipping and delivery compliance to Polaris requirements is essential to ensure quality parts and efficient distribution of materials. Suppliers not in compliance with all requirements will be formally notified of the problem with a Delivery Discrepancy Report (DDR). Polaris will be as specific as possible about the nature of the problem. Your delivery performance percentage will be measured using a 12 month rolling calculation of the number of rejects versus the number of receipts and reflected in the Supplier Score Card.

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**7.1. DELIVERY DISCREPANCY REPORT**

*Fig. 1: Disposition Codes*

CODE	DISPOSITION
01	Over/Under Shipment
03	Late Shipment
04	Early Shipment
06	Damaged Freight
07	Documentation Issues
08	Labeling Issues (box or pallet)
09	Packaging Issues
10	Compliance Issues
21	NAFTA/Trade Data
22	ISF Filing Compliance
23	Country of Origin Marking
24	Other Compliance
60	ASN Under Shipment
61	ASN Over Shipment
62	ASN Zero Shipment

**7.2. ASN FILL RATE CALCULATION**

Fill Rate can be defined as any difference between the shipping instructions issued to the Supplier and the actual shipment quantities. Any discrepancy will be counted as a “miss” and is calculated as such for the overall shipment fill rate. For instance, the instructions indicate that the Supplier must ship 200 pieces of part #12345 and 190 pieces are actually sent, the item counts as a miss in the overall fill rate calculation. If ten items are instructed and eight of those are filled correctly but two are misses, the overall shipment fill rate is 80%. Any "miss" will result in the generation of a DDR.

**8. PACKAGING**

In most cases, Polaris will be responsible for the transportation of goods from the Supplier's shipping location through to final destination. As such, the general packaging guidelines are critical to support the minimization of transportation costs through maximizing the density and utilization of freight. It is not acceptable for the Supplier to present a packaging solution that does not perform to these expectations.

**8.1. QUOTING EXPENDABLE PACKAGING**

Polaris utilizes both expendable and returnable packaging. The decision to use returnables is based up on a total cost impact study calculated by the Polaris Packaging Engineer and Logistics teams.

Unless directed otherwise, the Supplier is required to submit an expendable packaging solution with cost at the time of quote.

It is expected that the expendable packaging developed by the Supplier for the purposes of a quote is compliant with these all packaging requirements.

**8.2. SUPPLIER RESPONSIBILITIES**

The Supplier must submit a packaging cost per piece at time of quote.

The Supplier is responsible for all design, development and procurement of expendable packaging. The design must be approved by a Polaris Packaging Engineer.

When expendable packaging is utilized, the Supplier is responsible for maintaining part quality throughout the entire supply chain process including warehousing, transportation, and material handling.

Expendable packaging designs must focus on maximizing shipping density, minimizing material and labor wastes at the plant, and ensuring products are adequately protected.

When returnables are utilized, the Supplier is responsible to develop and maintain an expendable packaging backup option to maintain continuity of shipments in the event of a disruption of returnable packaging supply.

Backup expendable packaging must equally match the standard pack quantity, size and stack height of the returnable packaging.

Suppliers must contact their Polaris Packaging Engineer representative for any assistance needed to ensure standards are being met.

Suppliers are prohibited from shipping product in packaging that originates from a sub-tier supplier if that packaging does not comply with the Polaris standard. The Supplier will be expected to repack into compliant packaging.

Suppliers must pro-actively submit packaging data (PFEP) to Transplace for new parts and any packaging revisions. It is critical that packaging data is received on all parts prior to shipping an order. PFEP can be submitted to:

[polaris-packaging@transplace.com](mailto:polaris-packaging@transplace.com)

### 8.3. **POLARIS RESPONSIBILITIES**

Polaris is responsible for the analysis to determine if returnable packaging represents the best total cost decision.

If returnable packaging is utilized, Polaris will be responsible to design, develop and procure the supply of returnable containers.

If expendable packaging is utilized, Polaris Packaging Engineers will provide recommendations for material and style of packaging when requested.

Polaris Packaging Engineers must be leveraged for expendable packaging any time it involves designated “A” surfaces (parts with finishes susceptible to damage), high-dollar inventory, and oversized or oddly-shaped product.

### 8.4. **PRIMARY PACKAGING – PART CONTAINERS**

#### **Container Selection**

Balance for optimal performance in order replenishment, shipping and handling.

Smaller lot sizes are preferable.

Easy-open box styles are preferable (no knife required).

Wooden crates are not a preferred packaging method.

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Polaris prefers container sizes align with these standard sizes:

*Fig. 2: Standard Container Sizes*

PN	Description
980	EXP-12" x 7" x 5"
980	EXP-15" x 12" x 5"
980	EXP-15" x 12" x 5"
980	EXP-24" x 15" x 5"
980	EXP-24" x 15" x 9"
980	EXP-24" x 15" x 14"
980	EXP-24" x 22" x 11"
980	EXP-24" x 22" x 14"
980	EXP-32" x 30" x 18"
980	EXP-32" x 30" x 25"
980	EXP-32" x 30" x 34"
980	EXP-48" x 45" x 25"
980	EXP-48" x 45" x 34"
980	EXP-48" x 45" x 44"
980	EXP-48" x 45" x 50"
980	EXP-56" x 48" x 42"
980	EXP-65" x 48" x 34"

**Box Closure**

Lids are the most preferred closure. Tape is acceptable.

*Fig. 3: Lids*



Staples are prohibited.

**Manually Handled Containers**

Any containers designed to be manually handled cannot exceed 40 lbs.

The weight limit of 40 lbs. must include the tare weights for all packaging used.

**Mixed Parts & Containers**

The mixing of different parts within the same container is prohibited.

The mixing of containers of different parts on a pallet is permitted as long as they are for the same final destination and labeled as required in the labeling section.

If involved with mixing part containers on a pallet, consider using modular container sizes to support secure and stable unitization.

The mixing of manually handled, and non-manually handled containers on the same pallet is prohibited for the safety of the receiving dock material handler.

**Order Multiples**

The Supplier must assist in establishing an order multiple for each part that supports the packaging design-- ensuring containers are always shipped full, and handling units always end in an even, stackable layer for transport.

Shipping of any container with only a partial quantity is prohibited. Consider that a packaging redesign is necessary if faced with this scenario.

Determine the standard pack quantity of the part container by filling it full, removing any space for air that will weaken stacking strength.

For containers that are combined to ship on a pallet, establish a layer multiple that represents the order quantity that yields the number of containers that fill one layer on the pallet evenly for other freight to be stacked on top.

For product that is palletized but cannot be mixed with other product, including non-packaged parts banded to a pallet, determine a pallet quantity based on the total number of parts that fill one pallet.

For safety, non-manually handled containers (>40 lbs.) that require palletization must not be mixed on a pallet of different part numbers. Parts need to be separated after being received and before being put away in the warehouse. Mixing these together would require them to be in manually handled containers.

Non-manually handled containers that need to be palletized can be ordered in pallet layer quantities safely, as long as the Supplier does not build out that pallet with other part numbers. Though full pallets are preferred, partial pallets are acceptable as long as they end in an even top layer and can support stacking.

Working with your Polaris Material Planner, establish your order multiple to be one of these values (or in a multiple of these values if a minimum order value needs to be met), in order of preference:

- 1<sup>st</sup>: the full pallet quantity
- 2<sup>nd</sup>: the even pallet layer quantity
- 3<sup>rd</sup>: the full container quantity

## 8.5. **SECONDARY PACKAGING – PALLETS**

### **Pallet Selection**

Polaris requests that Suppliers adhere to a limited number of industry standard pallet sizes to support the effective utilization of trailers and shipping containers. The following pallet sizes are preferred and are what Polaris will define as “standard”:

#### **Domestic**

- 48” x 45”
- 48” x 40”
- 32” x 30”

#### **International**

- 47.24” x 39.37” (1200mm x 1000mm)
- 47.24” x 37.49” (1200mm x 800mm)

The pallet size must be selected based on how well the product will utilize its surface area. The top surface of the shipping handling unit is expected to serve as a base for stacking additional product.

Product overhang on the pallet of any kind is prohibited.

Less than 1” of gap between the edge of the pallet and the product on any side is ideal to ensure that the top layer provides an adequate base.

The use of any non-standard pallet size will be permitted only for oddly-shaped and oversized product and the concept must receive approval from a Polaris Packaging Engineer and warehousing facility.

**Pallet Construction and Quality:**

4-way entry style pallets required.

*Fig. 4:*



Stringer-style is preferred over block style pallet.

*Fig. 5:*



Prefer flush style, where top deck board is flush with stringer.

Must be of solid wood construction.

If pallet is for export shipping, only ISPM-15 compliant materials can be used.

Re-use of pallets is permitted only if there are no missing or damaged boards.

## 8.6. PALLET UNITIZATION

The Supplier is responsible to design a full unit load configuration of a part as a requirement of any packaging solution provided at quote.

Containers must be stacked and secured to the pallet to form a sturdy handling unit.

The brick stacking method is known to reduce structural integrity of expendable containers and must be avoided.

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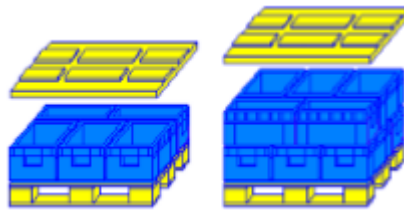


*Fig. 6: Brick Stacking*



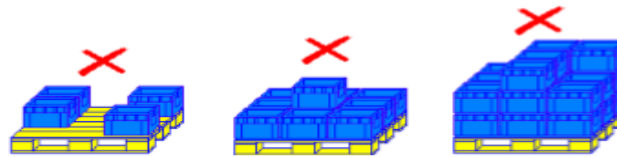
Partial pallets must form an even top layer and maintain stackability.

*Fig. 7: Even Top Layer*



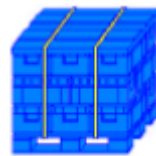
Pyramid stacking, or any packaging method that prevents another pallet from being stacked on top is prohibited.

*Fig. 8: Pyramid Stacking*



Stretch-wrap or plastic banding must be used to secure containers to the pallets

*Fig. 9: Banding*



The use of metal banding is prohibited due to safety concerns.

It is prohibited to use staples to secure containers to the pallet.

**Minimum Standards for Shipping Performance**

The pallet load must be stackable.

Partial pallets must form an even top layer and maintain stackability.

The pallet load must be able to endure stacking units 4-high in warehouse conditions.

The pallet load must be able to stack to a minimum of 100” when shipped on a trailer.

Avoid full-pallet heights over 52” that could limit stacking on a trailer due to clearance height.

**8.7. OTHER PACKAGING REQUIREMENTS****Corrosion/Rust Prevention**

The Supplier is responsible for adding Volatile Corrosion Inhibitors (VCI) where necessary to ensure product integrity through changing environmental conditions all the way to final delivery.

VCI bags are a preferred method of corrosion inhibitor

If VCI coatings are used directly on the product, it is the responsibility of the Supplier to ensure materials used do not interfere with the Polaris manufacturing process, including washings and coatings, and that they do not introduce any chemicals that prevent global shipment of the Polaris products.

**8.8. RETURNABLE PACKAGING**

The Supplier is responsible to maintain a backup supply of expendable packaging at all times to provide continuity of shipments in the event of a supply disruption.

The Supplier is responsible to develop the expendable backup packaging so that it matches the standard quantities and shipping configuration of the returnable.

The Supplier must never ship product in damaged returnable containers if there is a potential for quality or safety issues.

Returnable containers are never to be shared with sub-tier suppliers, used on accounts other than Polaris, or for in-house storage of WIP inventory.

The Supplier must always store returnable containers in a clean, dry area.

The Supplier must never store returnable containers outdoors.

The Supplier must immediately notify their primary Polaris contact when:

- Containers are damaged
- Containers were returned filled with debris
- Containers appear to be unusable
- Containers were returned with product still inside
- Containers are returned with labels for another supplier
- Containers have missing or peeling identification labels
- Containers are not being returned frequently enough

*Fig. 10: Standard Returnable Container Sizes*



PN	Description
3650000	TOTE - 12" x 7" x 5"
3650001	TOTE - 15" x 12" x 7"
3650002	TOTE - 15" x 12" x 9"
3650003	TOTE - 24" x 15" x 5"
3650004	TOTE - 24" x 15" x 9"
3650005	TOTE - 24" x 15" x 14"
3650006	TOTE - 24" x 22" x 11"
3650007	TOTE - 32" x 15" x 7"
3650008	TOTE - 48" x 15" x 7"
3650009	PLASTIC PALLET 45X48
3650010	PALLET TOP CAP 45X48
3650011	BIN - 32" x 30" x 18"
3650012	BIN - 32" x 30" x 25"
3650013	BIN - 32" x 30" x 34"
3650014	BIN - 48" x 45" x 25"
3650015	BIN - 48" x 45" x 27"
3650016	BIN - 56" x 48" x 42"
3650017	BIN - 48" x 45" x 34"
3650018	BIN - 48" x 45" x 44"
3650019	BIN - 65" x 48" x 34"

## 9. **LABELING**

### **Scope**

The Polaris labeling standard is adapted from the Automotive Industry Action Group (AIAG) standard.

The AIAG labeling standard is not a type of label, it is a process standard to support the creation of compliant labels.

Suppliers must acquire and familiarize themselves with the processes detailed in the following documentation:

- AIAG B10 Trading Partner Labels Implementation Guidelines (combined AIAG B10, B12 and B14) 2004 revision
- American National Standard (ANSI) Data Identifier and Application Identifier Standard (ANSI MH10.8.2-2013)

### **Size and Materials**

Labels must be approximately 4" x 6", while larger labels are acceptable.

In no case shall the label be larger than the flat surface onto which it is placed with all data readable when container is placed on pallet. This becomes especially critical when using returnable totes or containers.

The label paper shall be white in color with black printing.

The adhesives used for labels on returnable containers shall be a removable type pressure sensitive elastomer. The adhesive must have a moderately high initial tack, high level of ultimate adhesive and clean removability.

The adhesives used for labels on expendable containers may be pressure sensitive or dry gummed as long as adherence to the package substrate is assured and application is wrinkle free.

### 9.1. **HANG TAGS**

The tag size shall be the same 4" x 6" or larger as above plus any material required to add a reinforced eyelet. The tag must be durable enough to prevent damage in shipment and to assure readability at its destination.

### 9.2. **PART CONTAINER LABELS**

#### **Layout**

As described in the AIAG standard, the Polaris Container Label uses a 4-block style layout divided into 10 fields.

Each field must have a thin border around it, and contain a field title in the upper or lower left hand corner of the border as shown in Fig. 2.

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A border line around the entire label is not required.

Font size must adhere to the AIAG guidelines found in Section 5.0 of the standard:

- Label fields must be defined by the number of lines, or lines per block, of text or data that can be displayed.
- The largest font size that can display the required number of characters and lines per block assigned to each field must be used.

Ensure that Part Number is printed legibly in large and bold text so as to be visible from upon a shelf or rack at a short distance.

Reference the Polaris Container Label Template [OPS-STND-01166] for the container label specifications.

### **Content Requirements**

- Supplier (ship from address)
- Polaris Plant (final delivery address)
- ASN ID (shipment reference number)
- Part Number
- Part Description
- Revision Level
- Purchase Order Number
- Part Quantity
- License Plate Number
- Lot Traceability Code

This space intentionally left blank.

Fig. 11: Sample Container Label

<b>FROM:</b> FROM ADDRESS LINE 1 FROM ADDRESS LINE 2 FROM ADDRESS LINE 3 FROM ADDRESS LINE 4 VENDOR ID: 54321A	<b>TO:</b> TO ADDRESS LINE 1 TO ADDRESS LINE 2 TO ADDRESS LINE 3 TO ADDRESS LINE 4 TO ADDRESS LINE 5	<b>ASN ID (28):</b>  <b>999999</b>
<b>CUST PART (P):</b> <b>7654321-123A</b> 		<b>PART DESC:</b> EXAMPLE OF PART DESCRIPTION <hr/> <b>REV LEVEL:</b> 01
<b>CUST PO # (K):</b> <b>P654321</b> 		 <b>54321</b> <b>QTY (Q):</b>
<b>LIC PLATE-UNIT (1J):</b> <b>54321A3650001</b> 	 <b>12345AYYDD010</b> <b>LOT TRACE CODE (1T):</b>	

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**Data Identifiers**

Each barcode must begin with a data identifier, following the start code, to identify the information in that barcode. This character must not be included in the human readable text on the label, but must be shown in the field title enclosed in parenthesis. The data identifiers are adapted from the ANSI standard which assigns a specific definition to each identifier. For example, a part number as defined by the customer is assigned “P”, and a part number as defined by the supplier (internal part number) is assigned “1P” for distinction. The data identifier is also used for validation that the scanned field matches the expected input. The following identifiers are used by Polaris and must be used on the Polaris Container Label:

- 2S (ASN ID)
- P (Part Number)
- K (Purchase Order Number)
- Q (Quantity)
- 1J (License Plate Number)
- 1T (Lot Traceability Code)

This space intentionally left blank.

**Field Definitions**

*Fig, 12: Field Definitions*

<i>FIELD</i>	<i>DEFINED INPUT</i>
<i>Ship From</i>	<i>The Supplier's shipping address</i>
<i>Ship To</i>	<i>The Polaris final delivery address as defined on the Purchase Order</i>
<i>Supplier ASN ID</i>	<i>The Supplier's ASN transaction number; if not ASN then use packing slip number</i>
<i>Part Number</i>	<i>Polaris part number as it appears on the PO</i>
<i>Part Description</i>	<i>Polaris part description as defined on the PO</i>
<i>Rev Level</i>	<i>Polaris part revision number. If unavailable leave blank.</i>
<i>Purchase Order Number</i>	<i>The 7-digit Polaris Purchase Order</i>
<i>Quantity</i>	<i>The total number of parts packaged in the labelled container</i>
<i>License Plate Number</i>	<i>A unique serial for each labelled container</i>
<i>Lot Traceability Code</i>	<i>The Supplier's Lot Number for the batch that the parts were produced from as defined by the Polaris Traceability Standard</i>

**License Plate Numbers**

A License Plate Number (LPN) is a type of serial number that provides each labelled container with a unique identifier that is not repeated by any other container. The LPN is necessary for tracking of physical items within a warehouse using a Warehouse Management System (WMS). The LPN contains some logic that helps ensure that they are unique throughout the entire Polaris network.

Every part container must be identified with a unique LPN to prevent relabeling at the plant when received.

Each LPN must not be repeated within a 12-month period.

LPNs can be expressed alphanumerically with up to 23 characters.

Suggested format for Supplier use:

- 6-digit Polaris Vendor ID
  - Makes serials unique to the Supplier to prevent duplication by others
- 3-digit date serial (DDD)
  - example: 001 = Jan 1<sup>st</sup>, 002 = Jan 2<sup>nd</sup>, etc.
  - If incremented daily, LPN will not repeat for period of 12 months
  - If incremented daily, permits resetting serial portion to “1” so that Supplier doesn’t have to keep track of what serials were already used
  - This part can be any variable that will be unique and non-repeating
- 3-digit container serial number
  - A sufficient number of serial digits to ensure each label printed will have a unique LPN
  - Use more digits as needed

### **Lot Traceability Codes**

A Lot Traceability Code is a critical requirement to support tracking of inventory back to the originating Supplier’s lot when there are quality or safety concerns. Lot Traceability Codes can be shared by multiple part containers of parts that would be considered to be produced under similar conditions (same date, shift or materials) as defined in the Polaris Traceability Standard. [QUA-STND-01161]

The Lot Traceability Code can be expressed alphanumerically with up to 23 characters.

### **Purchase Order Number**

Polaris is in the process of implementing a new Warehouse Management System (WMS) at its plant facilities over the course of 2019 and 2020. The receiving process will be improved by requiring the exact order authorization to be matched before being added into inventory. This will greatly reduce inventory discrepancies. To support this process, container labels must identify the Purchase Order authorization that the parts are intended to fulfill

Polaris utilizes two types of Purchase Orders-- Blanket and Discrete. Depending on which type of Purchase Order you are fulfilling, the information presented on the container label must be formatted to match the requirements of that order type.

### **Discrete Purchase Orders**

As of mid-2019, Polaris has begun transitioning toward using Discrete Purchase Orders as the default order type for purchased parts. When an order requirement is authorized under a Discrete Purchase Order, a unique 7-character Purchase Order Number will be generated. This order number is a one-time use authorization.

The proper formatting of the Discrete Purchase Order is what is shown in *Fig. 11* above. Since the Discrete PO Number is unique, it is the only reference required.

### **Blanket Purchase Order with Release Number**

Prior to mid-2019 the default order type for purchased parts was a Blanket Purchase Order. When an order requirement is authorized under a Blanket Purchase Order, a Release Number will be generated. The combination of the Blanket Purchase Order and the Release Number is required in order to match the receipt at delivery.

The proper formatting of the Blanket Purchase Order with Release Number requires some formatting to be represented on the container label as a single field:

- The Blanket PO and Release numbers will be concatenated to form a 15-digit code.
- 7-digit PO Number, ex. “P123456”
- A 3-digit separator, ex. “REL”
  - Suppliers must use REL as the separator with no spaces on either side
- The 5-digit PO release number, ex. “00001”
  - Supplier’s must pad this number with preceding zeroes if the release has less than 5 digits.
- Properly concatenated PO for above example is “P123456REL00001”.

### **Barcode Programming**

Barcodes must be created in “Code 128” or “Code 3 of 9/Code 39” format. (Code 128 is preferred)

Barcodes must conform to the “Linear Symbology Specifications” section of the AIAG standard.

### **Barcode and Print Quality**

The Supplier is responsible to make sure the barcode symbols are clear enough to be read successfully by a scanning device.

### **Container Label Placement**

Refer to Appendix 12.2 for detailed instructions on label placement.

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**9.3. SHIPMENT LABELING**

Polaris utilizes 3PL services to inbound freight from destinations worldwide and sends this freight to plant destinations in domestic and foreign locations. We need specific labels in order to process this freight. These labels include information at a pallet level for us to send freight to the correct destination at the correct plant due date. These labels will be referred in this section as pallet labels. Missing and/or inaccurate pallet labels will result in a DDR issued to the Supplier.

**Pallet Labels**

Suppliers are required to ensure that all pallets are properly labeled using the Polaris Pallet Label process.

Suppliers must generate these labels through the Polaris ASN Portal, or create them in the Supplier's system if using EDI.

*Fig. 13: Pallet Label Example*

Polaris Pallet Label		Page 2 of 43	
		Freight Identification Label	
Supplier Name:		Customer:	Polaris Industries
Supplier #:		Routing Order #:	
			
<b>Plant:</b>		<b>Polaris-Mty</b>	
<b>X-dock Ship:</b>		<b>3/10/2016</b>	
<b>Main Route:</b>		<b>PSY002</b>	
<b># of Pallets:</b>		<b>2 of 43</b>	
<b>Pallet Mixed:</b>		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<a href="http://www.polarissuppliers.com/ASN/PalletLabel.asp">http://www.polarissuppliers.com/ASN/PalletLabel.asp</a>		3/9/2016	

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*Fig. 14: Pallet Label Data Structure*

<i>DATA ELEMENT</i>	<i>DESCRIPTION</i>	<i>EDI DETAILS (if applicable)</i>
Routing Order #	Unique # for route and stop	862 TD505
Barcode	Concatenation of 'R', routing order number, and pallet number (example: "R10823451078987-001" where 001 is pallet 1 of 42 for a 42 pallet lot)	
Plant	Polaris Ship To City, State	850/860 Ship To
X-dock Ship	Final Delivery ship date - date goods need to leave x-dock	862 DTM02 when DTM01 = 011
Main Route	Final delivery route (x-dock to plant route)	862 REF04.4
# Pallets	Pallet count (# of current pallet out of total pallet lot)	
Pallet Mixed	Defines mixing for this pallet lot. Supplier needs to print correct number of labels marked Yes and No and affix correctly.	

**Pallet Label Location**

Every pallet must have 2 pallet labels on non-opposite sides.

*Fig. 15: Pallet Label Location*



Pallet label barcode must not be obstructed by tape, banding or stretch wrap.

**Mixed Item Loads**

Mixed loads per pallet are acceptable only when properly identified according to the following requirements:

- Parts for different plants are prohibited from being mixed on the same pallet.
- "MIXED LOAD" printed on 8.5" x 11" paper or larger.
- Paper must be Astrobrite or other highly visible color.
- "MIXED LOAD" identifiers must be placed on all four sides of a pallet.
- Packing slips for all products on pallet must be in one location or a pallet listing of all products with part numbers, quantities and department/op-sequence numbers placed on top of the pallet load.

**Multi-Plant Shipments**

When shipping to more than a single Polaris location on the same truck, the pallets must be properly identified according to the following requirements:

- Parts for different plants are prohibited from being mixed on the same pallet.
- The word "POLARIS" and the appropriate Plant Location printed on 8.5 " x 11 " paper or larger.
- Paper must be Astrobrite or other highly visible color.
- Appropriate plant location identifiers must be placed on all 4 sides of the pallet.

**10. PACKING SLIP REQUIREMENTS**

Polaris receives material from hundreds of suppliers. Polaris receiving personnel are required to quickly and accurately interpret each Supplier's shipping documentation in order to receive the material into inventory. One mistake out of thousands of transactions will likely result in costly production interruptions.

In order to minimize this risk, it is vitally important for packing slip documentation formats to be as consistent as possible. These packing slip requirements must be followed by all Polaris Suppliers. Suppliers not in compliance with all requirements will be formally notified of the problem with a DDR.

10.1. **REQUIREMENTS**

*Fig. 16: Packing Slip Template*

PACKING SLIP										
Supplier Name				DATE				1/30/2018		
Supplier Street Address				SUPPLIER CODE				[12345]		
Supplier City, State or Province and Postal Code				PACKING REFERENCE				[112353]		
Supplier Country				INVOICE REFERENCE				[651992]		
Contact Name										
Contact Telephone										
Contact Email										
<b>BILL TO:</b>				<b>SHIP TO:</b>						
Polaris Industries Inc.				Company Name and address of 'ship to' location						
2100 Highway 55										
Medina, MN 55340-9770										
USA										
POLARIS PART NUMBER	DESCRIPTION	POLARIS PURCHASE ORDER #	ORDER LINE RELEASE	GROSS WEIGHT (KG)	NET WEIGHT (KG)	TARE WEIGHT (KG)	SHIP QUANTITY	UNIT OF MEASURE	CARTON QUANTITY	CARTON DIMENSIONS
1234567	Crankshaft	P123456	0001	30	25	5	15	EA	15 Boxes	16 x 12 x 12
2201439	ATV Frame Weldment	P559762	0003	25	15	10	1	EA	1 Box	10 x 8 x 4
COMMENTS:				TOTAL GROSS WEIGHT (KG)						
				TOTAL NUMBER OF CARTONS AND OR PALLETS						
				TOTAL DIMENSIONS (CBM)						

A copy of the Polaris Packing Slip Template is available in the Reliance System under the Document Control module. [OPS-FORM-01179]

Packing slips are to be located on outside of carton. Packing slip must be easily located, match label and Bill of Lading information, and be easy to read and understand.

Show Polaris part number, purchase order number and purchase order blanket release (If PO is a blanket order).

Show part description.

Show packing slip and/or invoice number clearly and in a conspicuous location.

Show unit of measure.

Packing slip must be legible (preferably typed).

Polaris requires a packing slip for each pallet, as pallets must not deliver to plant at the same time and paperwork must be available to the receivers.

The packing slip must be securely attached to the pallet.

Do not show quantity ordered or quantity back ordered, only quantity shipped.

International Suppliers: Refer to the International Shipments section 11 for additional requirements.

**11. INTERNATIONAL SHIPMENTS**

The following are essential elements to be included in completing shipments to Polaris. U.S. Customs and Border Protection (CBP) has very specific requirements for the information, documentation and markings required for the entry of product into the United States. Failure to adhere to the CBP requirements may result in delayed delivery and additional expenses incurred by Polaris to bring product into compliance with CBP requirements.

Any questions or comments on Polaris International Shipping Requirements must be forwarded to:

**Polaris Industries Inc.**

**Attn: Trade Compliance Manager Polaris Industries Inc.**

**9955 59th Ave N**

**Plymouth, MN 554422**

-or-

e-mail to: [import.operations@polaris.com](mailto:import.operations@polaris.com)

**11.1. SCOPE**

The Purchasing Department is responsible for identifying Suppliers for parts required to produce finished product and service parts, product cost, and purchase order issuance. The intent of this procedure is to communicate company procedures regarding product purchased from foreign Suppliers and shipped to the United States.

**11.2. DOCUMENTATION**

Polaris Industries Inc. requires Suppliers to prepare import documentation that complies with CBP regulations for each shipment. All documentation noted in section 11 must be in English.

This space intentionally left blank.

11.3. **TIMING**

Commercial invoice and packing list must be provided as follows based on the shipment type:

<i>Shipment Type</i>	<i>Send to:</i>	<i>Send by:</i>
Ocean	Same contacts at the freight forwarder with whom Supplier made the booking.	No later than 2 business days after vessel departure.
Air	Same contacts at the freight forwarder or charter company who was assigned the shipment.	No later than 1 hour after loading completion.
Land from MX	Polaris' nominated customs broker.	Same day if loaded by 5pmCST. Next calendar day if loaded after 5pmCST.
Land from CA	Polaris' nominated land carrier.	No later than 1 hour after loading completion.

11.4. **COMMERCIAL INVOICE**

*Fig. 17: Commercial Invoice Template*

Commercial Invoice								
SELLER NAME						INVOICE DATE	5/21/2020	
SELLER STREET ADDRESS						INVOICE NUMBER	[112353]	
SELLER CITY, STATE OR PROVINCE AND POSTAL CODE						SUPPLIER/VENDOR CODE	[12345A]	
SELLER COUNTRY						PACKING LIST NUMBER(S)	[651992]	
CONTACT NAME						INCOTERMS		
CONTACT TELEPHONE						PAYMENT TERMS		
CONTACT EMAIL						CURRENCY		
SOLD TO:			SHIP TO:					
Polaris Industries Inc.			Company Name and address of 'ship to' location					
2100 Highway 55								
Medina, MN 55340-9770								
USA								
POLARIS PART NUMBER	DESCRIPTION	POLARIS PURCHASE ORDER #	SHIP QUANTITY	UNIT OF MEASURE	NET WEIGHT (KG)	COUNTRY OF ORIGIN	UNIT PRICE (USD)	TOTAL PRICE (USD)
1234567	Crankshaft	P123456	15	EA	25	China	\$ 5.50	\$ 82.50
2201439	ATV Frame Weldment	P559762	1	EA	15	Vietnam	\$ 7.50	\$ 7.50
						TOTAL NET WEIGHT (KG)	40	
						SUBTOTAL (currency)	\$ 90.00	
						GRAND TOTAL (currency)	\$ 90.00	
COMMENTS:								

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**Header Level**

- *Seller name and address*
- *Invoice number*
- *Invoice date*
- *Sold to Name and Address*
- *Ship to Name and Address*
- *Incoterms*
- *Payment terms*
- *Currency of purchase*
- *Supplier Code / Vendor ID*
- *Corresponding packing list number(s)*

**Line Level**

- *Line level information must be one line per PO and part combination.*
  - *Example: If PO #1 for Part A shipped in 3 cartons @ 50 pieces in each carton, the commercial invoice must show just one line of **PO #1 for Part A for 150 pieces**, not a separate line for each carton.*
- *Polaris purchase order number, PE number, other order number as provided by Polaris.*
- 
- *Polaris Part Number*
- *Description of Polaris part*
- *Quantity*
- *Unit of Measure*
- *Unit cost in currency of purchase*
- *Total cost in currency of purchase*
- *Country of origin (COO)*

**Country of Origin Note**

If every item on the shipment has the same COO, the COO may be at Header Level instead of Line Level.

**Valuation Notes**

Special valuation rules apply for samples, items shipped for testing, and other parts not shipped against a Purchase Order. The value of these items must be the fair market value. Stating \$1 or some other nominal amount is prohibited.

Any and all additional charges to Polaris related to the product on the commercial invoice, such as for packaging, expedite fees and tooling, must be detailed on the commercial invoice even if such charges are being charged and paid for separately.

The unit price on the commercial invoice must match the unit price on the Polaris Purchase Order and must also match the unit price on the payment invoice sent to Polaris.

**Items Requiring Additional Data**

Vehicles (on commercial invoice or addendum to commercial invoice):

- *Vehicle build date*
- *Make of vehicle*
- *Model*
- *Serial number of the engine*
- *Vehicle Identification Number (VIN)*

Engines: (on commercial invoice or addendum to commercial invoice):

- *Engine build date*
- *Serial number*

Textiles (on commercial invoice):

- *Actual manufacturer's name and address.*

Items subject to antidumping and countervailing duties (on commercial invoice):

- *Actual manufacturer's name and address.*

11.5. **PACKING LIST**

If there are multiple destinations, the Supplier is required to produce one packing slip per destination.

*Fig. 18: Packing List Template*

PACKING LIST									
Supplier Name						DATE		5/21/2020	
Supplier Street Address						PACKING LIST NUMBER		[651992]	
Supplier City, State or Province and Postal Code						SUPPLIER CODE		[12345A]	
Supplier Country						INVOICE REFERENCE(S)		[112353]	
Contact Name									
Contact Telephone									
Contact Email									
SOLD TO:			SHIP TO:						
Polaris Industries Inc.			Company Name and address of 'ship to' location						
2100 Highway 55									
Medina, MN 55340-9770									
USA									
POLARIS PART NUMBER	DESCRIPTION	POLARIS PURCHASE ORDER #	SHIP QUANTITY	UNIT OF MEASURE	GROSS WEIGHT (KG)	NET WEIGHT (KG)	CARTON QUANTITY	CARTON DIMENSIONS	CARTON WEIGHT (KG)
1234567	Crankshaft	P123456	15	EA	30	25	5 Boxes	20 x 14 x 12 cm	6
2201439	ATV Frame Weldment	P559762	1	EA	20	15	1 Box	16 x 10 x 8 cm	20
COMMENTS:					TOTAL GROSS WEIGHT (KG)		50 KG		
					TOTAL NUMBER OF CARTONS AND OR PALLETS		6 Boxes		
					TOTAL DIMENSIONS (CBM)		0.02 CBM		

**Header Level**

- *Supplier name and address*
- *Packing list number*
- *Packing list date*
- *Sold to Name and Address*
- *Ship to Name and Address*
- *Supplier Code / Vendor ID*
- *Corresponding invoice number*

This space intentionally left blank.

**Line Level**

- *Polaris Part Number*
- *Description of Polaris part*
- *Polaris Purchase Order Number, PE number, other order number as provided by Polaris.*
- *Gross weight (kg)*
- *Net weight (kg)*
- *Quantity*
- *Unit of Measure*
- *Carton quantity*
- *Carton dimensions (cm)*
- *Carton weight (kg)*

**Footer Level**

- *Total gross weight (kg)*
- *Total number of cartons and/or pallets/skids*
- *Total dimensions (CBM)*

**Markings**

U.S. Customs regulations require that every article of foreign origin (or its sale packaging) imported into the United States shall be marked in a conspicuous place as legibly, indelibly and permanently as the nature of the article (or its sale packaging) will permit. The markings must be made in such a manner as to indicate to the ultimate purchaser in the United States the English name of the country of origin of the article, at the time of importation into the United States. Containers of articles excepted from marking shall be marked with the country of origin of the articles unless the container is also excepted from marking.

**All shipping cartons must have a label with each of the following:**

- *Purchase Order Number*
- *Polaris Part Number*
- *Supplier Name*
- *Quantity*
- *Country of Origin*

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## 11.6. COUNTRY OF ORIGIN

### **Providing Country of Origin:**

It is the Suppliers' responsibility to provide Polaris with accurate country of origin information. Supplier is required to notify Polaris immediately of any change in country of origin status for parts sold by Supplier, including any changes to country of origin resulting from changes at sub-tier suppliers.

The country of origin is the country of manufacture, production, or growth of the article. The country of origin of an article may be changed in a secondary country if one of the following occurs:

- If the further work or material added to an article in the second country constitutes a substantial transformation.
- For a good of a USMCA country: if under the USMCA/NAFTA Marking Rules (19 CFR Part 102) the second country is determined to be the country of origin of the good for marking purposes.
- For a good of a USMCA country: if under the USMCA Origin Rules (19 CFR Part 182) the second country is determined to be the country of origin for purposes of making a claim for preferential treatment.

For an article considered to be a textile or apparel product (regardless of whether it is a good of a USMCA/NAFTA country): if the country of origin is determined by the general rules set forth in 19 CFR Part 102.21 to be the second country. In certain instances, a product may have one country of origin for purposes of marking, but a different country of origin for purposes of a Free Trade Agreement preference claim, Section 301 duties, or other trade remedies (e.g. Section 232, ADD, CVD). When a product has more than one country of origin, the supplier must provide Polaris with the correct COO for each purpose.

Polaris will be relying upon the accuracy and the validity the country of origin information Supplier provides, including information from its sub-tier suppliers. If Supplier is not familiar with how to accurately determine country of origin, Supplier shall investigate the requirements and ensure its own understanding, and the understanding of its sub-tier suppliers. U.S. Customs Regulations on Country of Origin can be found at 19 CFR Sections 134 and 102.

Origin rules may change over time. Supplier must regularly reevaluate its origin determinations and promptly inform Polaris of any changes or corrections.

### **Contact Information:**

[TradeCompliance@polaris.com](mailto:TradeCompliance@polaris.com)

### **Country of Origin Marking Requirements**

All product shipping to Polaris facilities must be marked with the country of origin in accordance with U.S. regulations. If the article is produced with goods from multiple countries of origin, U.S. Regulations must be followed to determine the marking requirements. Product and cartons must be clearly and legibly marked with the complete name of the country of origin in English. If country of origin marking is on the outer carton and the carton contains products with various countries of origin the Supplier must somehow distinguish so that the country of origin is obvious for each of the specific products. See below guideline for further explanation and direct any questions you may have to [import.operations@polaris.com](mailto:import.operations@polaris.com).

### **Exempt Marking Requirements**

Articles described or meeting the specified conditions set forth below are excepted from marking requirements:

- Articles that are incapable of being marked;
- Articles that cannot be marked prior to shipment to the United States without injury;
- Articles that cannot be marked prior to shipment to the United States except at an expense economically prohibitive of its importation;
- Articles for which the marking of the containers will reasonably indicate the origin of the articles;
- Articles intended for use by the importer and not intended for sale in the imported or any other form;
- Articles to be processed in the United States by the importer or his account otherwise than for the purpose of concealing the origin of such articles and in such manner than any mark contemplated by this part would necessarily be destroyed or permanently concealed.
- Articles that were produced 20 years prior to their importation into the United States;
- Products of the United States exported and returned;
- *Articles not marked as required will be subject to additional duties of 10 percent of appraised value unless exported or destroyed under Customs supervision.*

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**List Exceptions**

Articles of a kind below are excepted from the requirements of country of origin markings. However, in the case of any article described in this list which is imported in a container, the outermost container in which the article reaches Polaris or the ultimate consumer must indicate the country of origin.

- *Bearings, Ball, 5/8 inch or less in diameter*
- *Bolts, Nuts, and Washers*
- *Dies*
- *Paper*
- *Parts for machines imported from same country as parts*
- *Scrap and Waste Screws*

**Method and Manner of Marking**

Markings of the country of origin must be:

- Clear enough to be read.
- Impossible to move or remaining forever.
- Lasting forever or for a very long time, especially without undergoing significant changes.
- The marking must survive normal distribution and store handling. The ultimate consumer must be able to find the marking easily and read it without strain.

Where an article is produced as a result of an assembly operation and the country of origin of such article is determined to be the country in which the article was finally assembled, such article may be marked, as appropriate, in a manner such as the following:

- Assembled in (country of final assembly).
- Assembled in (country of final assembly) from components of (name of country or countries of origin of all components).
- Made in, or country of (Country of final assembly).
- Any method of marking at any location insuring the country of origin will be easily or clearly visible on the article will be acceptable.
- If paper sticker or pressure sensitive labels are used, they must be affixed securely and must remain on the article until it is delivered to the ultimate consumer.
- When tags are used they must be attached in a place which is easily visible.

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### Marking When Name of Country or Locality Other Than Country of Origin Appears:

- In any case in which the words, "United States," or "American," or the letters "USA," any variation of such words or letters or the name of any city or location in the United States, or the name of any foreign country or locality other than the country of locality which the article was manufactured or produced appear on an imported article or its container, and those words, letters or names may deceive the ultimate consumer as the actual country of origin of the article, Supplier must clearly, permanently, and in close proximity to such letters, words or names, and in at least comparable size, provide the name of the country of origin preceded by "Made in," "Product of," or other words of similar meaning.

## 11.7. WOOD PACKAGING MATERIALS

*Fig. 19: Wood Packaging Materials Example*

Wood Packaging Materials (WPM)	
	XX - 000 YY
<p>In a final rule published in the Federal Register on September 16, 2004, the U.S. Department of Agriculture (USDA) amended its regulations with the goal of decreasing the risk of introducing plant pests into the United States. USDA has adopted the international standard for wood packaging material (WPM) that was approved by the International Plant Protection Convention (IPPC) on March 15, 2002.</p> <p>The IPPC standard calls for most WPM to be either heat treated or fumigated with methyl bromide in accordance with the Guidelines and marked with an approved international mark certifying that treatment. The final rule, which becomes effective on September 16, 2005, will affect all persons using wood packaging material in connection with importing goods into the United States.</p> <p>More information can be found at the link to the U.S. Customs and Border Protection website and the section that specifically relates to Wood Packaging Material:  <a href="http://www.cbp.gov/xp/cgov/import/commercial_enforcement/wpm/">http://www.cbp.gov/xp/cgov/import/commercial_enforcement/wpm/</a>.</p>	

## 11.8. USMCA (NORTH AMERICAN SUPPLIERS)

The USMCA Free Trade Agreement offers duty savings benefits for components/parts that are manufactured in the U.S., Canada or Mexico that help make Polaris products more competitive, and in turn support increased sales.

Polaris requires Suppliers to provide timely and accurate USMCA Certifications of Origin for USMCA qualified parts, components and accessories and Value of Non-Originating (VNM) certificates for parts, components and accessories on an annual basis.

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Customs Regulations regarding USMCA can be found at 19 CFR Section 182 and the USMCA rules of origin which need to be satisfied in order to confirm that a good/part qualifies as originating under USMCA are set forth in Appendix A to part 182 to these regulations. Qualifying goods under USMCA and properly completing USMCA certifications of origin is complex. Therefore, if not familiar with how to qualify products under USMCA, or how to properly complete a USMCA Certification of Origin, Supplier shall conduct its own research or consult an expert to ensure that the information provided to Polaris by Supplier and any sub-tier suppliers is accurate and valid.

Suppliers are expected to promptly notify Polaris of country of origin or free trade qualification changes and issue corrected certificates of origin, if applicable.

USMCA information can be found online at

<https://www.cbp.gov/trade/priority-issues/trade-agreements/free-trade-agreements/USMCA>

**Contact Information:**

Email address: [TradeCompliance@polaris.com](mailto:TradeCompliance@polaris.com)

11.9. **YOUTH PRODUCTS**

Products used by or marketed to children must be marked in accordance with the US regulations, and must meet all requirements including proper testing as needed to ensure product do not contain improper lead levels. Youth ATV's have a legal stay of enforcement while the industry continues to review the overall safety of vehicles advertised to youth. To understand youth requirements, please visit the below site and review the applicable product. If you are not sure the product meets the requirements, please contact [import.operations@polaris.com](mailto:import.operations@polaris.com) prior to shipping these products to Polaris.

11.10. **CONSUMER PRODUCT SAFETY COMMISSION REQUIREMENTS (CPSC)**

Products used by or marketed to children must be marked in accordance with the Consumer Product Safety Improvement Act and comply with all Consumer Product Safety Commission (CPSC) Requirements. Polaris Suppliers are provided labels and documentation instructions by Polaris engineering compliance team. Suppliers are required to label each youth product with the provided label and present the appropriate documents for each product prior to shipping. All questions must be addressed by Polaris engineering compliance prior to shipping. Inadequate documentation or labeling can cause shipping delays, product seizure by government officials, and generate fines or penalties. Failure to follow the provided documentation and labeling guidelines will result in a DDR as well as charges to the Supplier for expenses incurred by Polaris. For further regulatory details, visit <http://www.cpsc.gov/>

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**11.11. CUSTOMS-TRADE PARTNERSHIP AGAINST TERRORISM (CTPAT)**

The Custom Trade Partnership Against Terrorism (CTPAT) is a cooperative partnership between the trade community and U.S. Customs and Border Protection to develop, enhance, and maintain effective security processes throughout the global supply chain. Through this initiative Polaris works to ensure the integrity of its security practices and communicate its security guidelines to its business partners within the supply chain. Non-US Polaris Suppliers are required to meet the CTPAT Minimum Security Criteria and must be prepared to complete security questionnaires when requested.

**Container & Seal Process**

*Fig. 21: Container & Seal Requirements*

**Container & Seal Requirements**

*Fig. 22: Container & Seal Inspection Checklist*

**Container & Seal Inspection Checklist**

**11.12. ON-ROAD AND OFF-ROAD VEHICLES AND ENGINES**

Engines, vehicles, and other items containing engines must meet US regulations managed by the U.S. Department of Transportation (DOT) and the U.S. Environmental Protection Agency (EPA) requirements. If you have not received the procedure and instructions from Polaris, please contact [import.operations@polaris.com](mailto:import.operations@polaris.com) for instructions prior to shipping these items to Polaris.

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**12. APPENDIX**

**12.1. UNIT OF MEASURE ABBREVIATIONS**

*Fig. 23: Unit of Measure Abbreviations*

<b>ABBREVIATION</b>	<b>UNIT OF MEASURE</b>
<i>Ay</i>	<i>Assembly</i>
<i>Br</i>	<i>Barrel</i>
<i>Cf</i>	<i>Cubic Foot</i>
<i>Ci</i>	<i>Cubic Inch</i>
<i>Cm</i>	<i>Centimeter</i>
<i>Cr</i>	<i>Cubic Meter</i>
<i>Cw</i>	<i>Hundred Pounds (Cwt)</i>
<i>Cy</i>	<i>Cubic Yard</i>
<i>Dr</i>	<i>Drum</i>
<i>Ea</i>	<i>Each</i>
<i>Ft</i>	<i>Foot</i>
<i>Ga</i>	<i>Gallon</i>
<i>Hu</i>	<i>Hundred</i>
<i>In</i>	<i>Inch</i>
<i>Kg</i>	<i>Kilogram</i>
<i>Lb</i>	<i>Pound</i>
<i>Lc</i>	<i>Linear Centimeter</i>
<i>Lf</i>	<i>Linear Foot</i>
<i>Li</i>	<i>Linear Inch</i>
<i>Lt</i>	<i>Liter</i>
<i>Mm</i>	<i>Millimeter</i>
<i>Mr</i>	<i>Meter</i>
<i>Oz</i>	<i>Ounce</i>
<i>Pc</i>	<i>Piece</i>

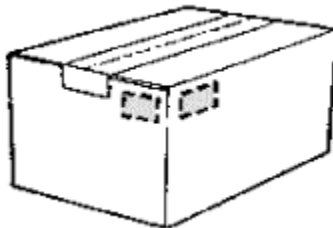
<i>Pt</i>	<i>Pint</i>
<i>Qt</i>	<i>Quart</i>
<i>Sc</i>	<i>Square Centimeter</i>
<i>Sf</i>	<i>Square Foot</i>
<i>Si</i>	<i>Square Inch</i>
<i>Sm</i>	<i>Square Meter</i>
<i>Sy</i>	<i>Square Yard</i>
<i>Th</i>	<i>Thousand</i>
<i>Yd</i>	<i>Yard</i>

## 12.2. CONTAINER LABEL PLACEMENT

### **Box, Carton or Tote:**

Use two labels. The upper edges of the label must be as high as possible. At least one of the labels must be visible when stacked on pallet. Labels must be on two adjoining sides.

*Fig. 24: Box, Carton or Tote*



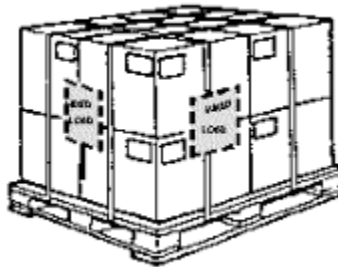
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**Cartons or Totes On Pallet:**

Each carton or tote shall be individually labeled as specified above. If more than one part number is contained on the pallet, a mixed load label shall be placed on four sides of the pallet load. (See 9.3)

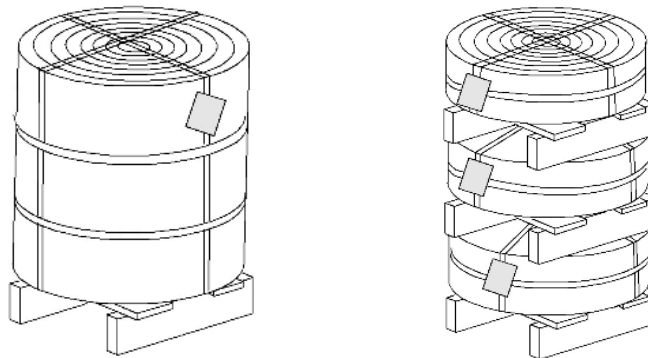
*Fig. 25: Cartons or Totes on Pallet*



**Coils:**

Use two bar-coded labels. Attach labels to hang tags. Attach hangtags to banding on coil. Coils must be palletized.

*Fig. 26: Coils*

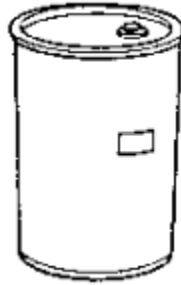


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**Drums or Barrels:**

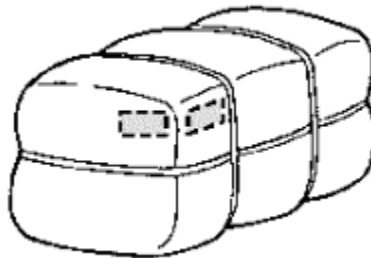
Place one label near the center of the side. Drums or barrels must be secured to a pallet.

*Fig. 27: Drums or Barrels*

**Bales:**

Place two labels near the top of the bale so that it's visible when stacked on pallet. Labels must be on two adjoining sides. Bales must be palletized.

*Fig. 28: Bales*

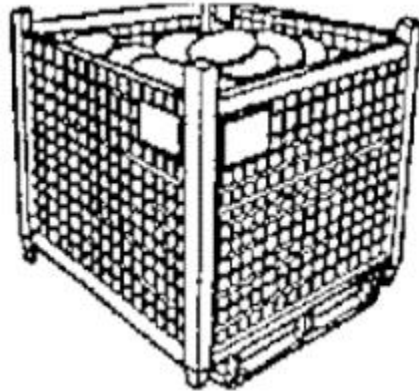


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**Basket or Wire Mesh Container:**

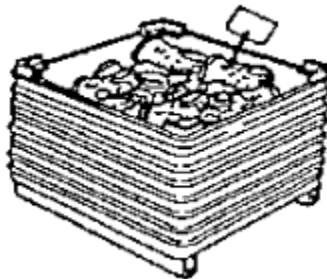
Use two labels. One label must be on two adjoining sides of the container. Label shall be affixed to a plate. All basket and wire mesh containers must include plates stating the accurate tare weight of the container.

*Fig. 29: Basket or Wire Mesh Container*

**Metal Bin or Tub:**

On flat sided bins and tubs, and on corrugated sided tubs, use two labels. One label must be on two adjoining sides of the container. All metal bins and tubs shall have their accurate tare weight painted on the side of the container.

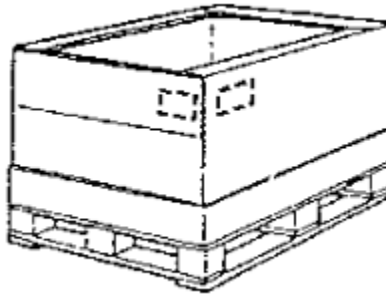
*Fig. 30: Metal Bin or Tub*



**Pallet Box:**

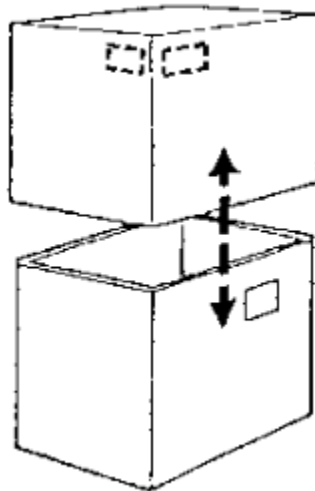
Use two labels. The upper edge of the label must be as high as possible on the side of the container. Labels must be on two adjoining sides.

*Fig. 31: Pallet Box*

**Telescopic Containers:**

Use four labels. One label must be on two adjoining sides of each part of the container. The upper edge of the label must be as high as possible on the side of the container. Labels must be on two adjoining sides.

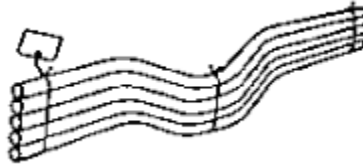
*Fig. 32: Telescopic Containers*



**Bundle:**

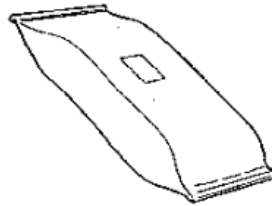
Use two labels. Place two labels on a hang tag. Attach the hang tag to the banding on the bundle. Locate hang tag on the top or rear facing sides of the bundle. Bundles must be palletized.

*Fig. 33: Bundle*

**Bag:**

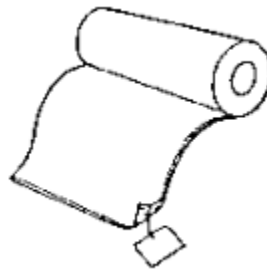
Place one label on center of the bag face. Bags must be palletized for shipping.

*Fig. 34: Bag*

**Roll:**

On roll with a protective outer wrap, use two labels. Attach label to protective wrap on side of roll and on end of roll. On rolls with no protective outer wrap, use hang tag with affixed label. Attach tag to roll within 2 inches of end of material. Rolls must be palletized.

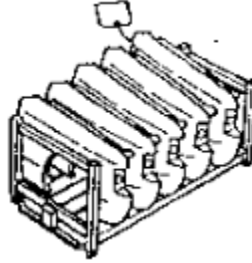
*Fig. 35: Roll*



**Rack:**

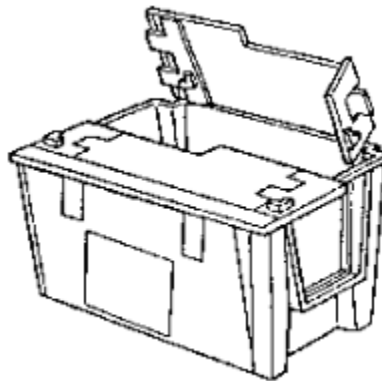
Place label on rack or attach a hang tag with the affixed label to the rack.

*Fig. 36: Rack*

**Plastic Returnable:**

Place label on provided label holder or in designated location.

*Fig. 37: Plastic Returnable*

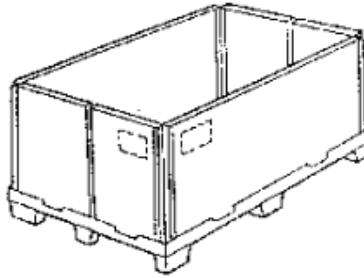


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**Collapsible Sleeve Pack:**

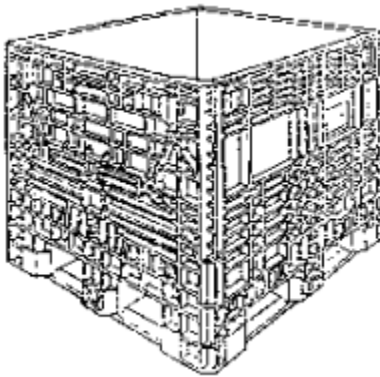
Use two labels. The upper edge of the label must be as high as possible on the side of the container. Labels must be on two adjoining sides.

*Fig. 38: Collapsible Sleeve Pack*

**Plastic Pallet Box:**

Place Label in designated label location.

*Fig. 39: Plastic Pallet Box*



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