

## **Summary of Mimeo Memphis (MEM) Warehouse Shipment Prep and Transportation Manual**

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These requirements are applicable to shipments being sent within/to Mimeo Memphis.

In the following documentation Mimeo uses the word “vendor” to describe any business, person or company that sends in a shipment to Mimeo whether it is through their own Logistics Department or a third party vendor, etc. All documentation stating requirements for inbound shipments, prep and transportation or any other warehousing requirements are required to be sent to your logistics department or any affected parties.

The following document is a summary of the full Prep and Transportation Manual and is used to highlight some of the key elements of the requirements needed for efficient processes inside of Mimeo’s facilities.

## 1. Fulfillment of Purchase Order

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Ensure that all terms of the Purchase Order (PO) are fulfilled, including:

- 1.1. Exactly the same items are being shipped in the same quantities that were ordered and confirmed.
  - 1.1.1. Verify that the Unit of Measure (individual vs case for example) being shipped is consistent with the PO and packing slip
- 1.2. PO's are required with all shipments within one day of the order date.
- 1.3. Accepted PO items are expected to ship and arrive at Mimeo within the specified ship / delivery window that is defined on the PO. Any arrival outside of this time period may result in chargebacks being applied.
- 1.4. Packing slips must be present for all shipments.

## 2. Packing and Sending Inventory

### 2.1. *Pallet Item and Carton Packaging*

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- 2.1.1. Mimeo requires that vendors comply with all applicable Federal, State and local laws, rules, regulations, ordinances and directives with respect to product packaging materials. Vendors should direct any related questions and concerns to their legal counsel.
- 2.1.2. Carton's or carton amount should not exceed the standardized pallet size of 40" x 48"/1m x 1.25m pallet.
- 2.1.3. To avoid possible chargeback Mimeo suggests using GMA Pallet Grade B or higher and that they are the standardized size of 40" x 48" / 1m x 1.25m wood pallets.
  - 2.1.3.1. If broken pallets are used the item will be re-palletized and the necessary charge backs applied.

### 2.2. *Pallet/Bin Height Standards*

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- 2.2.1. Half Pallet - Can not exceed 38 Inches in total height (Including the pallet)  
Ex: Product 32" H + Pallet 6" = 38" Total
- 2.2.2. Pallet - Can not exceed 58 Inches in total height (Including the pallet)
- 2.2.3. Bin - Items sent in to be stored within a bin location should not exceed 16 inches in total height.

- 2.2.4. All pallets received in should be securely stretch wrapped. Mimeo reserves the right to change any pallets that do not match the criteria needed for safe and effective storage at the vendor's expense.

### 3. Labeling Inventory

#### 3.1. *General Labeling Requirements*

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- 3.1.1. All shipments must include the necessary labeling and information on the Pallet, Carton and Item respectively.
- 3.1.2. Each label must be readable and have the quality to last at least 3 months.
- 3.1.3. Be sure to adhere any additional labels required by Mimeo to avoid any chargebacks. Ie Mixed Sku Labeling

### 4. Documentation That is Required for Shipments

- 4.1. All shipments must have a Bill of Lading and Packing Slip sent with them that states the necessary information laid out in the full version of the Prep and Transportation Manual

#### 4.2. *Quality Assurance*

- 4.2.1. All products must arrive in the proper condition and in an agreed upon manner to the guidelines stated above and in the full version of the Prep and Transportation Manual. If all guidelines are followed product quality should be maximized and less products are at risk of damage during transit.

### 5. SLA

- 5.1. Mimeo agrees to receive all shipments within the same business day they arrive as long as all compliance standards are met.

For further information on all of Mimeo's Warehouse, prep and transportation requirements please request the full version of the "*Mimeo Memphis(MEM) Warehouse Shipment Prep and Transportation Manual*". If you're unsure that you have all available documentation please contact your Account Representative.