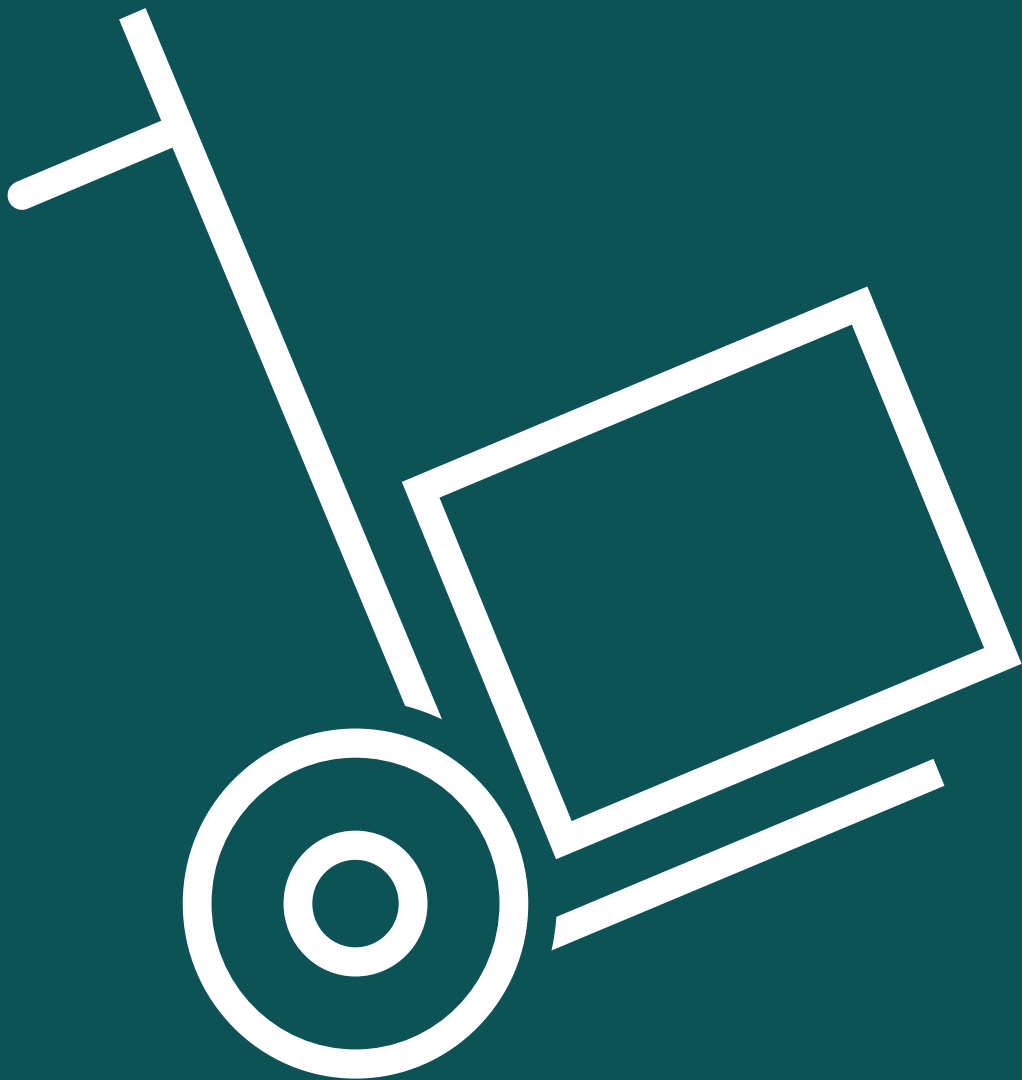


Shipping Platform Standards



Document Version 1

May 2025

BUNNINGS
warehouse

Contents

1.0 Purpose of These Guidelines.....	5
2.0 Packaging Integrity and Shipping Marks.....	6
2.1 Shipping Marks on Cartons	6
3.0 Weight Icons Standards	8
3.1 Weight Icon Placement:	9
3.2 Weight Icon Layout	9
3.2.1 Boxed Products	9
3.2.2 Heavy Bagged Products	9
3.2.3 Heavy Products in Circular/Cylindrical Packaging	10
3.3 Weight Icon Program	10
4.0 Containerisation Guidelines	11
4.0.1 Documentation for Australia and New Zealand Ports	11
4.0.2 Container Specifications.....	11
4.1 Container Quality and Packing	11
4.2 Container Fill Safety.....	12
4.3 Types of container packing and handling	13
4.3.1 Hand/Loose Load.....	13
4.3.2 Slip Sheets.....	15
4.3.3 Palletainers	16
4.3.4 Pallets	17
5.0 Stretch Wrap & Strapping Standards	20
6.0 Biosecurity.....	21
6.1 Biosecurity Regulations	22
6.2 Biosecurity Pallet Regulations.....	22
7.0 Abbreviations & Definitions	24
8.0 Appendix.....	25
8.1 Product Loading.....	25
8.1.1 Chairs.....	25
8.2 Timber	25
8.2.1 Timber Pack Standards.....	25
8.2.2 Timber Pallet Standards.....	26
8.2.3 Timber Labelling Standards.....	27
8.2.4 Timber void	27
8.3 Rugs.....	28
8.3.1 Requirements of a Cartons and Palletainers for Rugs.....	28
8.3.2 Requirements When Packing and Stacking Rugs	28

8.3.3 Labelling for Rugs29

8.4 Tiles30

8.5 Pots31

1.0 Purpose of These Guidelines

This document provides our local and 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.

Safety involves not only the proper packaging and stacking of products into containers but also compliance with Australian and New Zealand quarantine and biosecurity laws. If a supplier fails to meet these requirements, Bunnings may face additional costs for unloading shipping containers, holding stock, processing damaged goods, or reworking inventory to meet business standards. In such cases, Bunnings reserves the right to recover some or all these costs from the supplier.

Bunnings works closely with suppliers to enhance supply chain efficiency, product integrity, and safety. We encourage our suppliers to align with and continuously improve on the following key objectives:

Safety & Quality

- Protect the integrity and quality of all products and packaging.
- Ensure packaging is designed with team safety in mind for handling products in our stores and Distribution Centres (DCs).
- Ensure consignments arrive free from biosecurity or quarantine risks.

Efficiency & Cost Reduction

- Design packaging to allow for easy and efficient unloading from containers, helping to streamline operations.
- Maximise container utilisation to improve transportation efficiency.
- Aim for a one-touch process—moving products directly from supplier to store where possible.

Sustainability & Waste Reduction

- Ensure packaging is fit for purpose and well-designed to protect product integrity, prevent damage, and minimize waste throughout the supply chain.
- Commit to reducing our environmental impact and enhancing operational efficiency by optimizing resource use and ensuring our suppliers uphold sustainable and ethical practices.

Contact Us

Department	Information relating to	Group Email
Global Sourcing	Product and packaging artwork design	GlobalSourcing@bunnings.com.au
Packaging	Safety, optimisation and sustainable packaging	SustainablePackaging@bunnings.com.au
Buy Sell Move (BSM)	Any BSM enquiries	BSMHelp@Bunnings.com.au
International Shipping & Logistics	Shipping and logistics	InternationalShipping@bunnings.com.au
Compliance	Product safety and compliance	ProductSafety@bunnings.com.au
Merchandise Compliance	Weight icons	MerchandiseCompliance@bunnings.com.au

For more information please visit [For Our Suppliers - Bunnings Australia](#)

2.0 Packaging Integrity and Shipping Marks

To assist in the movement of heavy and bulky items and to reduce the risk of injuries, packaging must meet the following requirements:

- **Structural Integrity:** Packaging should be robust and made of high-quality materials to safely contain and carry products.
- **Accessibility:** Packages should be securely taped but easily opened with a box cutter.
- **Product Stability:** Items must be packed tightly to prevent movement during transportation.
- **Stackability:** The top and bottom surfaces of the packaging must be flat to facilitate easy stacking.
- **Identification:** Relevant shipping marks should be clearly visible on the carton.
- **Documentation:** Packages must include all necessary delivery paperwork, such as invoices and compliance documentation, where applicable.

2.1 Shipping Marks on Cartons

Both inner and outer cartons need shipping marks unless they are primary packaging.

The only exception to this rule is when the primary packaging carton is the outermost carton - in this case, shipping marks are required and all the shipping mark guidelines in this section apply. Some examples include PDQs (Product Displayed Quickly, or retail ready displays that come fully assembled), primary packaging for large items e.g., barbecues and firepits, or SRP (Shelf Ready Packaging).

The shipping marks can be printed into the artwork or applied with a print-and-apply label. If a print-and-apply label is used, it must meet the following criteria:

- Minimum size: 15 cm x 15 cm
- Placement: Affixed 2.5 cm from the edge of the carton
- All standard labelling requirements outlined below still apply.

For perforated boxes, place the shipping marks above the perforation—on the part that will be removed—not on the section that will stay on the shelf.

2.1.1 Shipping Mark Standards

Table 1 - Shipping Mark Standards

Shipping Mark	Inner Cartons	Outer Cartons	Slip Sheets/Pallets
Number of carton sides with shipping marks	Ideally on four (4) sides (as space allows). For Shelf Ready Packaging (SRP), at a minimum, use two (2) adjacent vertical sides.	Ideally on four (4) sides of carton (as space allows). For Shelf Ready Packaging (SRP), at a minimum, use two (2) adjacent vertical sides.	Shipping mark details to appear on slip sheet/pallet label and MUST be on forklift entry sides
Font Dimensions	<i>Refer to table 2 below for font size/dimensions</i>		
Item No.	7-digit identification number, supplied by Bunnings, surrounded by rectangle in top right corner e.g., 5140299	7-digit identification number, supplied by Bunnings, surrounded by rectangle in top right corner e.g., 5140299	7-digit identification number, supplied by Bunnings, surrounded by rectangle e.g., 5140299

Shipping Mark	Inner Cartons	Outer Cartons	Slip Sheets/Pallets
Contents	Description of contents in inner carton	Description of contents in outer carton	Description of contents on slip sheet or pallet
Department	Department Name e.g., Pets	Department Name e.g., Pets	Department Name e.g., Pets
Order Number	Bunnings 6-digit purchase order number (from supplied PO file), e.g., 566865	Bunnings 6-digit purchase order number (from supplied PO file), e.g., 566865	Bunnings 6-digit purchase order number (from supplied PO file), e.g., 566865
Carton Qty*	Number of units inside the inner carton e.g., 5 units	Number of units inside the carton e.g., 20 units (4 inner cartons of 5 units)	Number of cartons & units on the slip sheet/pallet e.g., 50 cartons, 1000 units Refer below for multi-part cartons
Date	Shipment date written as MM/YY e.g., 05/25	Shipment date written as MM/YY e.g., 05/25	Shipment date written as MM/YY e.g., 05/25
Gross Weight	GW of Carton e.g., GW 11kg	GW of Carton e.g., GW 15 kg	Total weight of palletised or slip sheeted stock e.g., GW 255 kg
Specific Handling Requirements**	Bottom left-hand corner e.g., THIS WAY UP, HANDLE WITH CARE, FRAGILE etc.	Bottom left-hand corner e.g., THIS WAY UP, HANDLE WITH CARE, FRAGILE etc.	To appear on slip sheet/pallet label e.g., DO NOT CLAMP, STACKING LIMIT etc.
Weight Icon	Required if GW > 10 kg Location: Bottom right corner of carton above barcode	Required if GW > 10 kg Location: Bottom right corner of carton above barcode	n/a
Barcode	ITF-14 (TUN) Location: Bottom right-hand corner and conforms to GS1 standards	ITF-14 (TUN) Location: Bottom right-hand corner and conforms to GS1 standards	n/a
Multi-part Cartons	n/a	Required if item has multiple cartons to build product e.g., Furniture Box 1 of 3, 2 of 3, 3 of 3.	Indicates the number of each carton on the pallet e.g., 1000 x box 1 1000 x box 2
Country of Origin	n/a		
<p>Where relevant, reuse/recyclable logos should be used on inner and outer cartons not on primary packaging. Alternative message:</p> <p><u>"This carton is reusable and recyclable in Australia & New Zealand "</u></p>			

*For this section use the term "units". Any other words such as "pieces" or "items" should not be used

**Supplier to provide specific handling requirements

Table 2 – Shipping Marks Font Size and Dimensions

Inner Carton	Outer Carton	Slip Sheets / Pallets
Carton Size/Type	Minimum Font size/height	Minimum font size 35 (12.4 mm height) on slip sheet or pallet label
All sides < 300 mm length	17 (6 mm height, shorter sides of carton may require reduced font size)	
1 side > 300 mm length	35 (12.4 mm height)	
Any side > 500 mm length	45 (15.9 mm height)	
For film wrapped product e.g. timber	n/a	Between 200 and 300 (minimum 140 mm height)

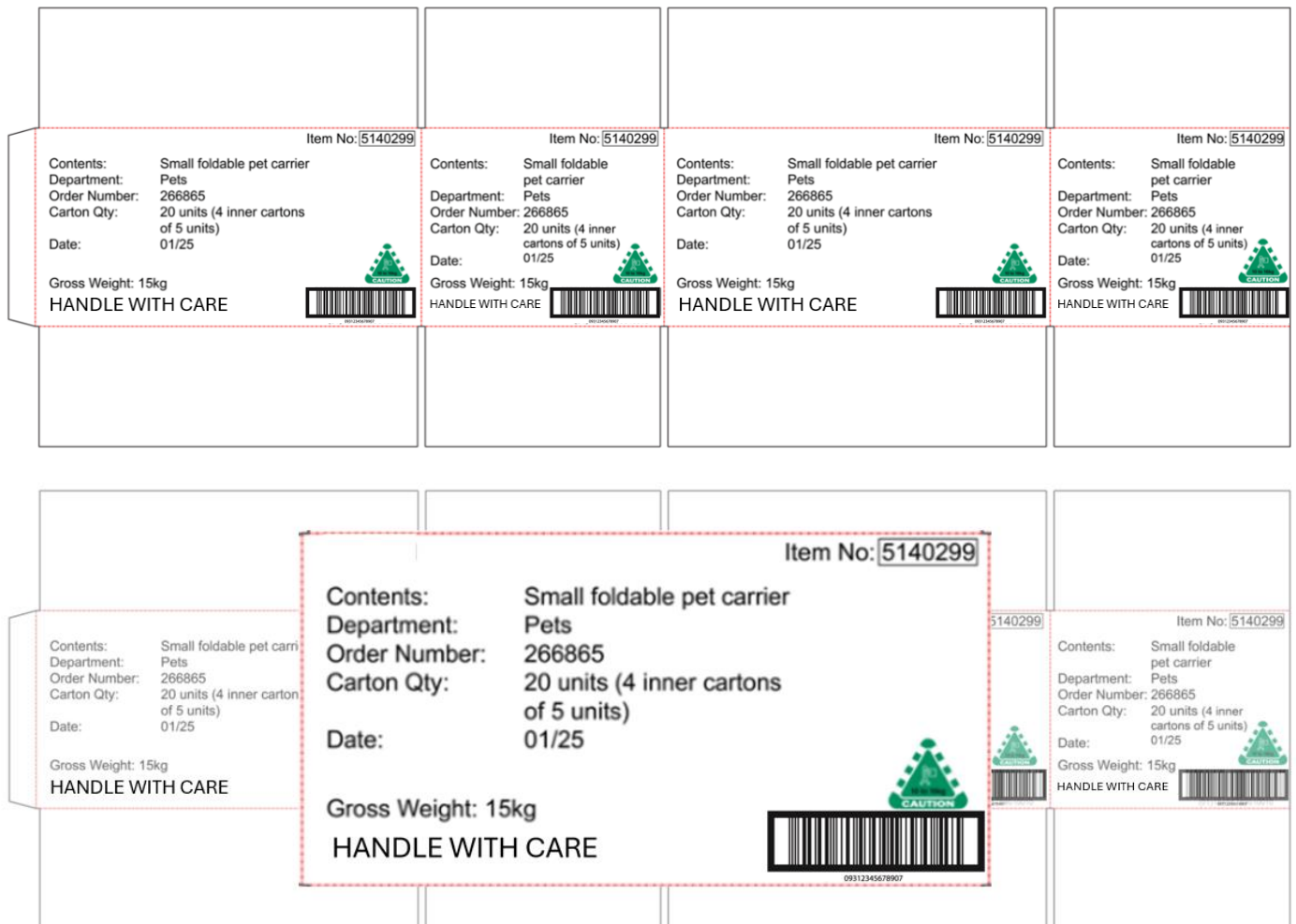


Figure 1 - Example Of Shipping Marks and Symbols

3.0 Weight Icons Standards

Weight icons must:

- Be clearly visible on packaging.
- Be incorporated into the packaging design and printed on the artwork.
- Be printed in the pantone colours specified under each icon in table 4 below OR for packaging designs using only 1–2 colours, the icon may be printed in a single colour on the outer packaging.

The gross weight must be printed on all packaging.

All items that are 10 kg and over must be labelled with weight icons to protect the safety of Bunnings team members and customers.

Heavy weight products (40 kg+) should ideally be split into multiple cartons to reduce the individual carton weight below 40 kg. Products above 60 kg must be fitted with an individual skid with sufficient clearance for manual handling equipment.

Size of Icons

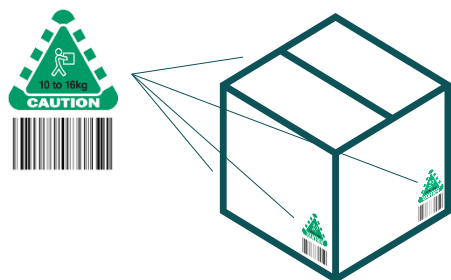
The size of the icons depends on the size of the packaging and must be applied as outlined below.

Table 3 – Size of Icons

Packaging Type	Label Size (mm)
Boxed or bagged packaging with ALL sides being <u>less</u> than 300 mm.	50 x 45
Boxed or bagged packaging where at least one side is <u>greater</u> than 300 mm.	80 x 70
Boxed or bagged packaging where any side is <u>greater</u> than 500 mm.	110 x 95

3.1 Weight Icon Placement:

On boxed carton products, the weight marking icon and barcode should be on four selling faces of the packaging and located to the lower right-hand side corner with the barcode under the weight icon.

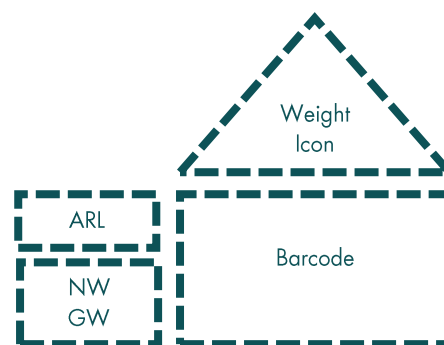


3.2 Weight Icon Layout

3.2.1 Boxed Products

The layout of the weight icon should be as shown:

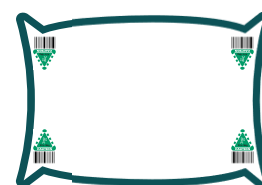
- Weight icon in colour relevant to the weight of the product.
- The Australasian Recycling Label (ARL) if applicable.
- Barcode below weight icon.
- Net weight (NW) and gross weight (GW) of the actual product.



3.2.2 Heavy Bagged Products

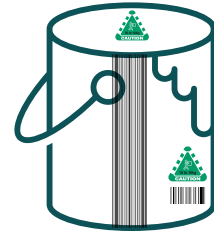
To ensure that the weight icon is easily viewable:

- Place icons on both selling faces of the packaging in the corners.
- Barcodes should be on all corners of the packaging next to or under the weight icon marking.
- Ideally an elongated barcode which wraps the product length ways should be used so it doesn't have to be lifted at point of sale.



3.2.3 Heavy Products in Circular/Cylindrical Packaging

- An icon sticker should be placed on the top of the circular product to allow customers to see the approximate weight of the product before choosing to lift.
- An elongated barcode should ideally be placed on both sides of the product to eliminate the need for manual handling.



3.3 Weight Icon Program

Weight Icons 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 the workplace.

It’s extremely important that the weight icons are clearly visible on the packaging to realise the aims of the program. Please ensure that you are familiar with and adhere to the icon advice below for yours and everyone’s safety.

Table 4 - Bunnings Weight Icons Definitions and Specifications

Bunnings Weight Icons Definitions and Specifications				
Icon Image				
Weight	10 – 16 kg	16.1 – 40 kg	40.1 – 60 kg	60.1 kg
Meaning/ Instruction	Assess the product and consider individual capability prior to handling	Handle with a two person lift and transport with Material Handling Equipment (MHE) (when product size/shape is practical)	Must be handled with two or more people and transported with appropriate MHE	Very heavy product that requires MHE only to lift and transport
Mandatory Colours	Pantone Green 347	Pantone Yellow 116	Pantone Orange 165	Process black
Apply to	Single boxed, bagged, multi-packed products with bulky packaging weighing between 10-16 kg	Single boxed, bagged and multi-packed products weighing between 16.1- 40 kg	All products weighing between 40.1 kg - 60kg	All products weighing more than 60.1 kg

4.0 Containerisation Guidelines

4.0.1 Documentation for Australia and New Zealand Ports

Follow the list of requirements to make sure the goods are cleared with minimal delay:

Australia: [Preparing for import - DAFF](#)

New Zealand: [New Zealand Document Requirements for Importing](#)

4.0.2 Container Specifications

For information regarding container dimensions please refer to the International Cargo Express (ICE) Shipping Container Guide [Useful Documents | International Cargo Express](#).

Use the table 5 below as a guide for container utilization expectations for factory-loaded Full Container Load (FCL) containers.

Table 5 – Guide to container expectations for factory loaded FCL

Internal Specifications			
Container Type	20' Dry Cargo Container	40' Dry Cargo Container	40HQ' Dry Cargo Container
Minimum Stowage*	26 CBM	50 CBM	60 CBM
Optimal Stowage	28 CBM	59 CBM	68 CBM
Cargo Weight**	30 Tonne	30 Tonne	30 Tonne
Maximum Payload	27.5 Tonne	26 Tonne	26 Tonne

*Minimum cubic meter (CBM) allowed without authorisation

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

4.1 Container Quality and Packing

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. Proper container loading aims to produce a tight load, with no room for product to move. If this is not possible, then it must be a secure load, with product unable to move into empty spaces. The container should be packed in a manner that avoids any possibility of movement during transit.

Properly securing the load inside a container:

- minimises stock movement during transit, a major cause of truck road accidents.
- reduces safety risks at unloading, product collapse.
- minimises product damage claims.

Container Loading Considerations

- Containers should be inspected to ensure they are free from damage prior to loading.
- All suppliers and facilities loading containers must ensure that the inside of the container and all the dunnage and packaging must be completely dry.
- Ensure load weight is evenly spread across the container and does not exceed allowable limits.
- Suppliers should ideally create visual container loading diagrams for each product. A hard copy must be available to crews prior to start of loading to ensure consistent loading patterns.

- 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.
- Loose stock should ideally not be stacked on top of pallets. If this is necessary to maximise container utilisation, the product or carton weight must not exceed 16kg to allow the Distribution Centre teams to unload the product safely.
- Desiccants should be used to mitigate humidity and prevent water damage inside shipping containers. Desiccants used must be contained in bags or similar and not be loose and scattered throughout the container.
- Any non-SKU items or materials should be removed from the container.
- Upload photos into Buy Sell Move (BSM) for each container load. For details on process, please see this training video: [Container Photos Module](#)

If unable to complete a safe container load, contact Global Sourcing (GS) for support.

4.2 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.

Restraint and Dunnage:

- Where required, utilise suitable options such as air bags, netting, lashing, straps, dunnage, and cargo bars. In many cases a combination of methods may be required e.g., netting plus airbags.
- If air bags are used ensure adequate size, strength, and inflation pressure. Check that no sharp edges or points may damage airbag.
- Dunnage is not a substitute for a good container loading pattern.

When Netting Is Used It Must Be:

- Pulled taut, not hanging loose.
- Positioned so there is no space between the net and the load face.
- Attached to lashing points behind or level with load face, but never in front.
- Strong enough so that it does not fray or break in transit.
- Strong enough to restrain the load and prevent movement during transit.
- Knotted securely to ensure net does not come loose in transit.



Figure 2 - Example of cargo nets in use

Timber Packing as Dunnage (Constructed Frames, Empty Pallets Placed Vertical):

- Any wooden dunnage must meet the same standards as wooden pallets.
- Wooden dunnage used in the gap between the load and container doors must itself be adequately restrained to prevent safety incidents when container doors are opened.

Samples & Spare Parts

- Samples and spare parts are not to be sent packed within a container without the approval of the relevant GS - Sourcing Product Manager (SPM).
- Once approved the details must be recorded on the packing slip, and the international shipping team will be notified by the GS team.
- Please note that any samples or spare parts shipped without prior approval will be disposed of by the receiving DC.

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.

4.3 Types of container packing and handling

Suppliers are advised to use their discretion in selecting the most suitable container packing option based on the guidelines provided below.

Available Container Packing Options for Shipping Bunnings Products:

- Hand/loose load
- Slip sheets
- Palletainer
- Pallets
 - Cardboard pallets
 - Wooden pallets

4.3.1 Hand/Loose Load

- Hand load is preferable where a carton or product weighs 16 kg or less.
- The heaviest boxes should be on the bottom of the container and lightest on the top, to avoid crushing or product damage.
- Multiple SKUs should be easily distinguishable within mixed containers. If not, take steps to ensure each SKU can be clearly identified during unpacking.
- In instances where there are multiple SKUs in a hand loaded container, please ensure that the same SKU is packed together rather than being scattered through the container.



Figure 3 - Example of a well packed hand load container

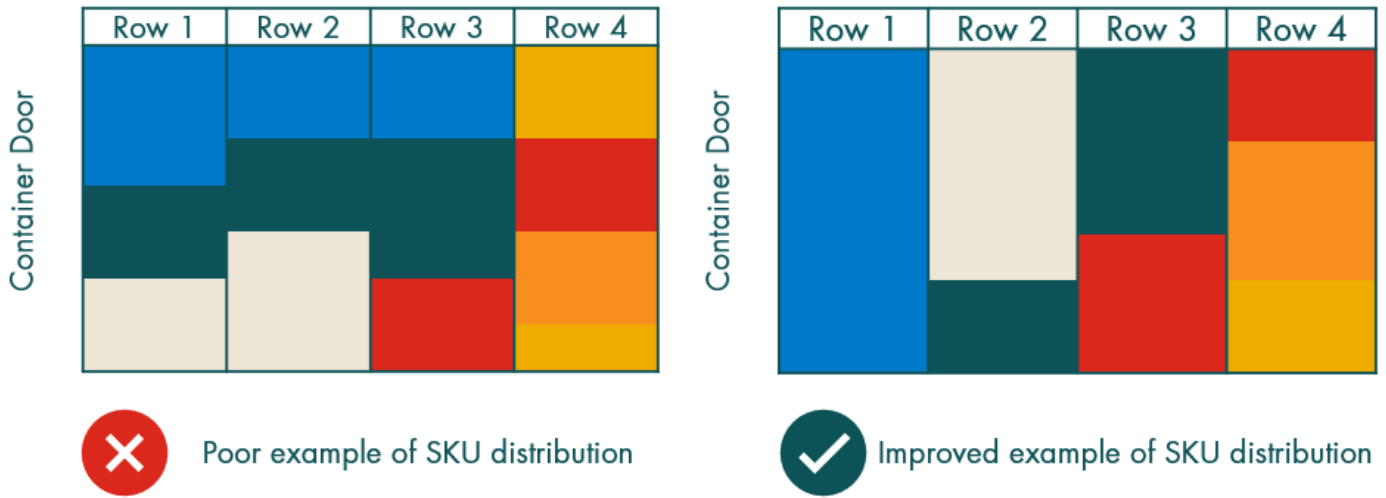


Figure 4 – Example of a well SKU distribution

For promotional products consolidated onto a pallet at the Bunnings DC, it is expected that SKUs are arranged to be reasonably accessible during the pallet-building process while also ensuring efficient container optimization.

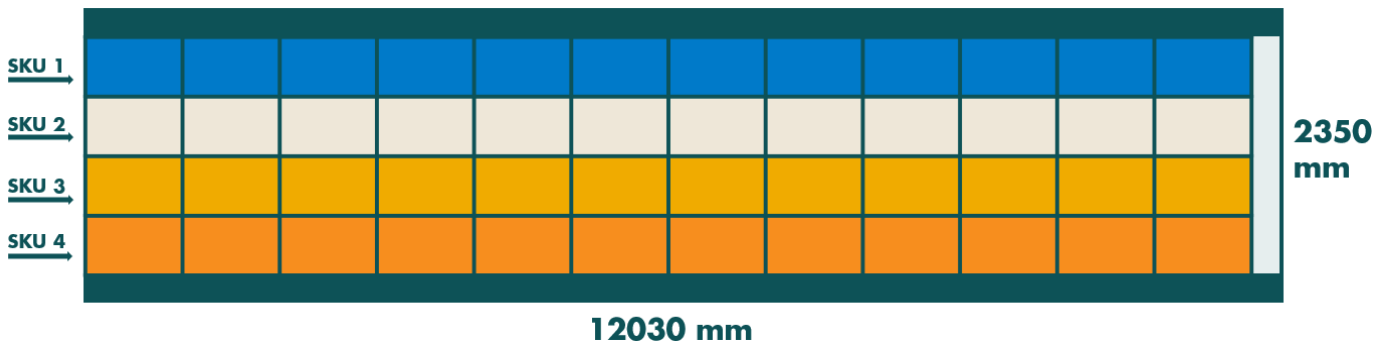
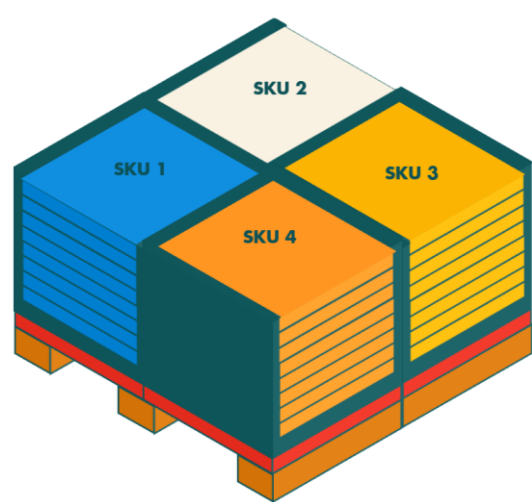


Figure 5 - Example of container hand packing arrangement with different SKU which can be efficiently consolidated onto a pallet upon arrival at DC.



For SKUs with multiple parts (e.g., "Box 1 of 2" or furniture sets), it is preferred that the container is packed to maximize the accessibility of each product while balancing overall container utilization. Using pallets or slip sheets is recommended for this purpose. This configuration helps reduce double handling by Bunnings during the SKU consolidation process.

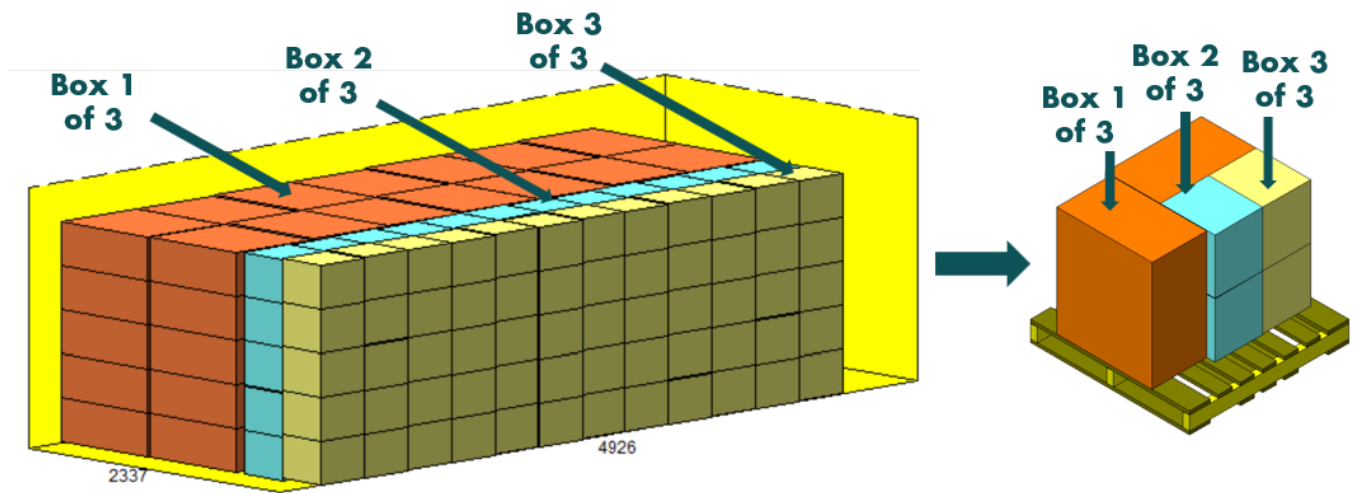


Figure 6 – Example of a container packed with multi-part SKUs arranged for easy access to palletise.

There may be some products that are under 16 kg in weight but are bulky or awkward to manually handle. For products of this nature hand load is not recommended. Instead support skids or stillages should be used to assist in container unload and storage. 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 such as shovels, hoes, spades etc. Storing products in this manner saves on rack space and allows for efficient container unload and movement through the Distribution Centre.

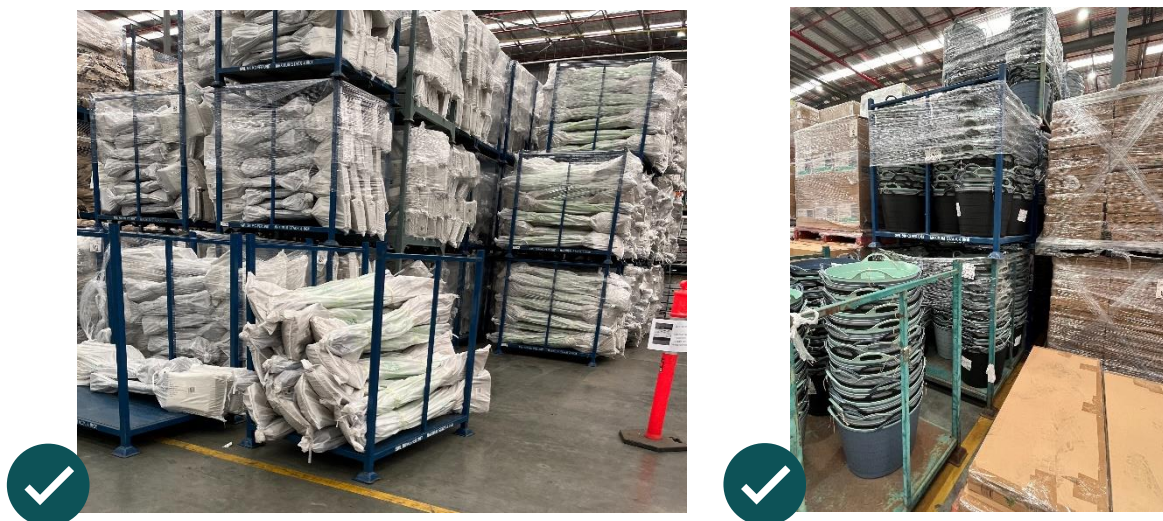


Figure 7 - Example of support stillages in use.

4.3.2 Slip Sheets

Slip sheets are recommended where:

- The carton gross weight is greater than 16 kg. Exceptions require approval from Global Sourcing.
- Product load on a single slip sheet does not exceed 500 kg for a cardboard slip sheet and 800 kg for a plastic slip sheet.
- Product presents challenges to unload i.e., small size cartons, awkward to unload.
- The use of grains or seeds as substitutes for slip sheets is strictly prohibited.

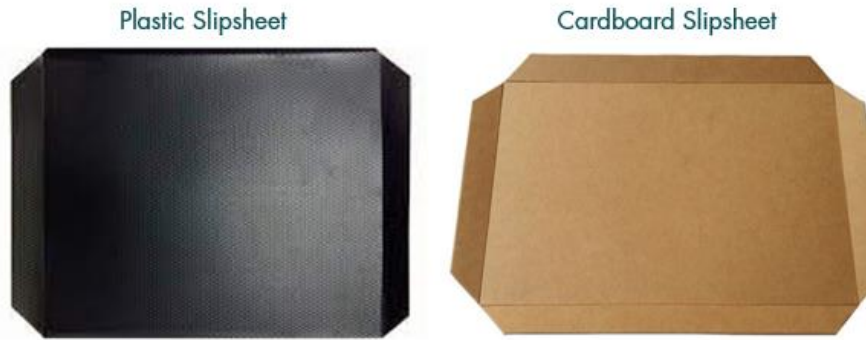


Figure 8 – Plastic and cardboard slipsheet

Slip sheets can be made of plastic or cardboard, but cardboard is preferred because it's easy to recycle. Use plastic slip sheets only when cardboard isn't strong enough for the application.

Slip Sheet Palletisation

- One SKU per slip sheet pallet for live products.
- Slip sheeted load should not exceed 1.8m high.
- For size refer to section 4.3.4.1 Key Pallet Dimensions.
- The slip sheet must be strong enough for the load (tensile strength) and must remain intact during transportation and handling in the Distribution Centres.
- Strapping is to be used when the total weight of the slip sheeted stock is 350 kg.
- Slip sheets should have extended pull tabs on 2-4 sides to allow for loading and unloading.
- The tab should be between 5-10 cm in length.
- Stretch-wrap must be used to secure the load. The exposed slip sheet tab should always face the container door and ideally be 900 mm wide. All other tabs are to be wrapped within the stretch-wrap to secure the product to the slip sheet.



Figure 9 - Example of pull tabs

4.3.3 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 products outer packaging, which can be shipped to stores and merchandised as pallet stacks.



Figure 10 - Examples of Palletainers

Palletainer Standards

- One SKU must be packed per palletainer for live products.
- For promotional lines, a single palletainer can include multiple SKUs. Please coordinate these quantities with the relevant Bunnings personnel.
- The construction of the palletainer must be fit to transport the weight of the product and strong enough to withstand crushing or damage. It must remain intact during transportation, storage and distribution.
- Avoid any air space in the palletainer.
- The pallet base or feet must be built to meet the minimum clearance requirements specified in section 4.3.4.1 Key Pallet Dimensions.

4.3.4 Pallets

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.

The two pallet options accepted by Bunnings are:

- Cardboard pallet
- Wooden pallet

All pallets must comply with Australian biosecurity regulations. Refer to 7.0 Biosecurity section.

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

Cardboard Pallet Standards

- Pallets must be made from 100% cardboard.
- Pallet dimensions and minimum clearances should be aligned to wooden pallet critical dimensions.



Figure 11 - Example of a cardboard pallet

Wooden Pallets

- Pallets must be made of solid timber.
- Pallets (or skids) made from MDF, plywood or chipboard are not to be used unless approved, as these pallet types are not recyclable and have high disposal costs.
- Timber pallets sourced from an FSC® or PEFC certified supply of timber is preferred.
- Timber pallets must be treated, preferably with heat, and marked with ISPM 15 compliant stamps (refer to 7.0 Biosecurity section).
- All timber pallets should be completely dry to reduce OH&S risks and fungal growth.
- Pallets should be intact with no protruding nails.



Figure 12 - Example of a wooden pallet made of solid timber

Pallet Guidelines

General standards for cardboard and wooden pallets are as follows:

- All pallets must be fit for purpose and durable to transport the products throughout the journey from port to store.
- The load capacity of the pallet should be at least 2 tonnes, or 3 times the gross weight of the pallet's load, whichever is greater.
- One SKU per pallet.
- The pallet must allow for the use of mechanical and manual handling equipment i.e., forklifts and pallet jacks.
- Palletised stock should target a maximum height of 1.8 m, and payload of up to 800 kg (please consult Global Sourcing if otherwise).
- Any deviation from the standards will need prior approval by Global Sourcing.
- Local suppliers and FIW (Free in Warehouse) must deliver their products on Loscam pallets.
- When corner posts are required, one should be used on each vertical corner of the load and stretch-wrap should be used to secure corner posts onto the palletised stock rather than adhesive tape.



Figure 13 – Example of correct use of corner posts

For overseas suppliers the preferred pallet dimension is 1150 mm (W) x 1150-1160 mm (L) x 150 mm (H) which allows optimum containerisation and can be directly transferred onto the Australian standard pallet.

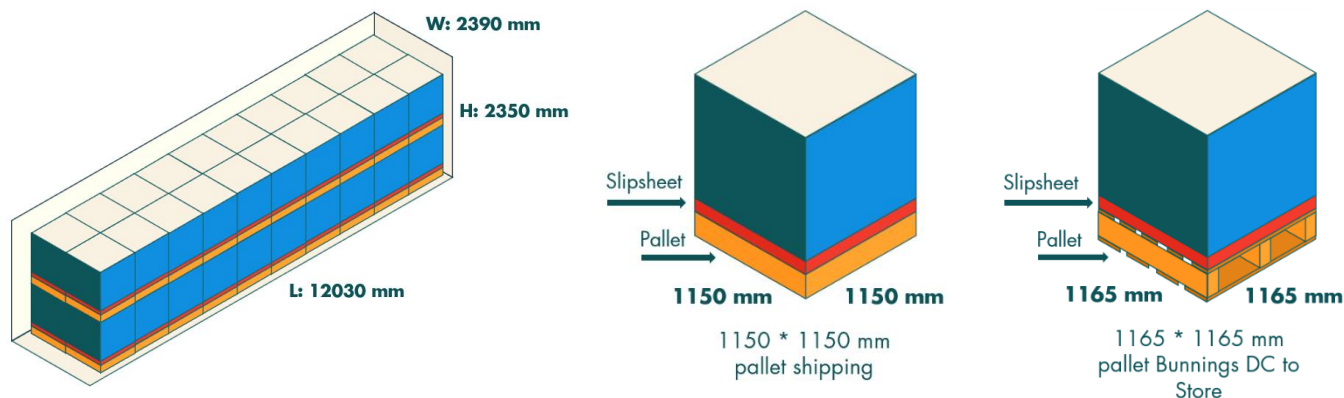


Figure 14 – 1150x1150mm Slipsheets or pallets can be used in shipping to allow maximum container loading.

Stock that extends beyond the standard pallet or slip sheet dimensions should be stacked with the overhang positioned side-to-side.

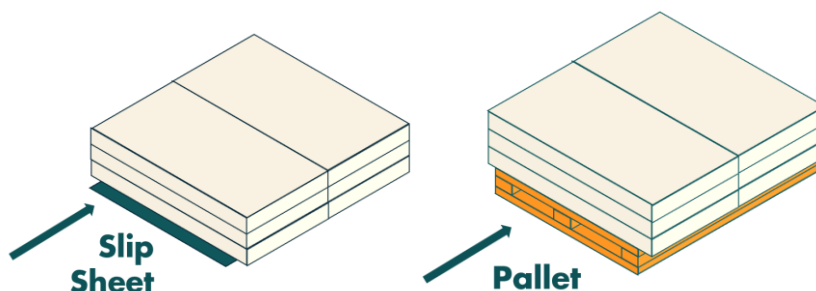


Figure 15 – Example of correct overhang position.

4.3.4.1 Key Pallet Dimensions

Although the length and width of the pallet may be adjusted as set out above, in all instances the height of the pallet must adhere to below stated clearances to ensure forklift tyres and pallet jacks can access the pallet. Please refer to the diagram below showing critical pallet dimensions.

Critical pallet dimensions with clearance measurements to allow forklift tyres and pallet jack access:

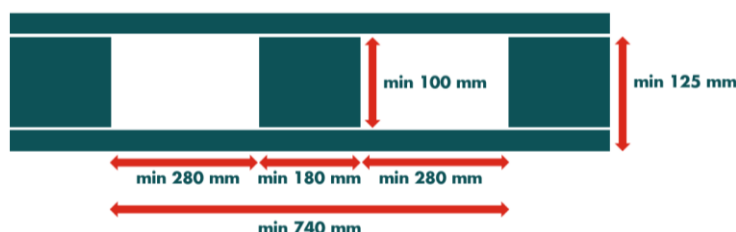
For Widely Used Pallet Jacks

Pallet jack width: 680 mm

Cardboard Pallet



Wooden Pallet



For Specialised Narrow Pallet Jacks

Pallet jack width: 540 mm

Requires approval from Global Sourcing.

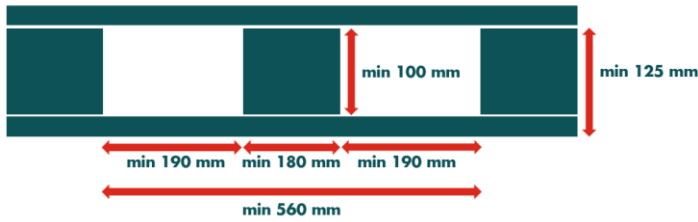


Figure 16. Height of the pallet should have clearances to allow for forklift and pallet jack tynes access.

5.0 Stretch Wrap & Strapping Standards

All slip sheeted and palletised products must be stretch-wrapped and/or strapped to ensure adequate load containment during the shipping and handling process.

Stretch Wrap Specifications

- Stretch wrap must 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.
- All stretch wraps must be LDPE film, free of print and other materials including labels, aside from required identification.
- Coloured or film with print is to be used only with prior approval of Global sourcing.

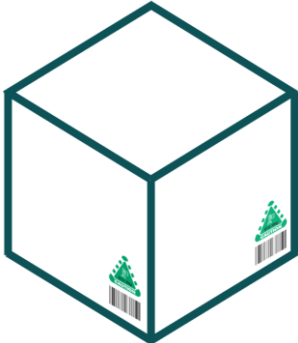


Strapping Specifications

- PP is the preferred material unless PET is required for heavy duty needs.
- Metal strapping is not accepted and there may be charges associated with non-compliance.
- A minimum of two straps must be used to secure product to the pallet. At least three bands are required if product is 1.3m long or longer.
- Corner protectors may be used where needed.
- Strapping should be tight to stop palletised stock from sliding and becoming unstable.

Carton Strapping specifications

- Strapping is to be applied only to heavy weight Primary cartons as per below guidance.
- Exceptions may be granted based on other product related attributes.

Table 6 – Carton Strapping Guide

Carton Strapping guide	< 16kg	16kg - 40kg	> 40kg
Case Qty = 1: Primary carton	No straps* 	2 straps 	4 straps (2 each side) 
Case Qty > 1: Secondary carton	Secondary cartons (shippers & inners) are NOT to have straps applied unless approved by Global sourcing.		

*Exceptions allowed if prescribed by Style Guide, loss prevention risk or if carton is unitised on pallet

6.0 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, or other natural 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.
- Where possible, heat treatment is preferred over fumigation treatment.
- If the product needs to be fumigated, ensure the fumigation certificates are included with required paperwork and that the fumigation service providers are currently accredited for provision of services into Australia and New Zealand.
- If products do not need to be fumigated, ensure also that the pallets/dunnage/packaging material does not require fumigation.
- Some shipping containers have wooden floors. 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, careful attention should be given to ensuring that there are no insects present in the container, including under or within the floor by carefully inspecting under the floor.
- Ensure that any wooden products or other naturally derived products or packaging material are completely dry before packing them to eliminate any risk with mould or fungi growing during transit. Do not pack any products that are wet or have moisture in them. Do not pack into wet containers and check that containers do not have holes in them which might allow for the ingress of water.
- Where possible, pack consignments indoors to prevent contamination by leaves, plant parts, animals, or insects.
- Ensure containers are free of any litter, contaminants, 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, or plant parts before closing and sealing the container.
- Where appropriate the packaging of product and the packing of the container must allow for effective fumigation, i.e., appropriate air spaces and porous packaging. See next section and links for more details.
- If the container has been fumigated and sealed, do not open it again.

Important - Containers and contents must be dry before packing to reduce potential for mould growth. Containers and or stock that arrive mould affected will incur costs and charges at the supplier's expense.

6.1 Biosecurity Regulations

ISPM Pallets

Both Australian and New Zealand Governments require certain types of pallets such as wood to be treated and marked with ISPM 15 compliant stamps. For more information regarding the ISPM 15 mark please go to [ISPM 15: The international standard for solid wood packaging material - DAFF](#)



Figure 17. The ISPM 15 mark

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.

6.2 Biosecurity Pallet Regulations

Suppliers must check DAFF (for Australia) or NZMPI (for New Zealand) rulings on whether pallets need to be heat treated or fumigated along with proof of treatment. 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. If wooden pallets are used and they are not ISPM rated they will need to be fumigated, or heat treated, and this will need to be noted in the packaging declaration.

For Australia

For more information refer to the following Australian Government Standards below:

[Timber and bamboo packaging - DAFF \(agriculture.gov.au\)](#)

[ISPM 15: The international standard for solid wood packaging material - DAFF \(agriculture.gov.au\)](#)

For New Zealand

For more information refer to the New Zealand Government Standards below:

[Steps to importing wood packaging | NZ Government \(mpi.govt.nz\)](#)

[Requirement documents for importing wood packaging | NZ Government \(mpi.govt.nz\)](#)

BMSB – Brown Marmorated Stink Bug

Additional fumigation treatments are required during BMSB season (1st Sept to May 31st), to be completed at Port of Origin at Supplier's expense.

Further information on Biosecurity Importing requirements can be found on the relevant Department's website or by contacting them directly

Table 7 – Contact details in regard to Biosecurity

Country	Australia	New Zealand
Regulator	Biosecurity and trade - DAFF	Ministry for Primary Industries NZ Government
Imports Information	Import - DAFF	Importing process NZ Government
BMSB information	Seasonal measures for Brown marmorated stink bug (BMSB) - DAFF	Brown marmorated stink bug: requirements for importers NZ Government

7.0 Abbreviations & Definitions

Table 8 – Abbreviations and Definitions

DC	Distribution Centre	NZMPI	New Zealand Ministry of Primary Industries.
MDF	Medium Density Fibreboard	IPPC	International Plant Protection Convention.
PVC	Poly Vinyl Chloride	NPPO	National Plant Protection Organisation.
PS	Polystyrene	DAFF	Department of Forestry and Fisheries.
EPS	Expanded Polystyrene	PO	Purchase Order
PET	Polyethylene Terephthalate	GW	Gross Weight
PP	Polypropylene	ARL	Australasian Recycling Label
VOC	Volatile Organic Compound	MHE	Material Handling equipment
PE	Polyethylene	FCL	Full Container Load
HDPE	High Density Polyethylene	BSM	Buy Sell Move Software
LDPE	Low Density Polyethylene	GS	Global Sourcing
BOPP	Bi-axially Oriented Polypropylene	OH&S	Occupational Health and Safety
PLA	Polylactic Acid	ICE	International Cargo Express
PHA	Polyhydroxy Alkenoates	SPM	Sourcing Product Manager
PBAT	Polybutylene Adipate Terephthalate	Primary packaging	This is the packaging that directly holds and protects the product. It's what the consumer takes home and interacts with.
SKU	Stock Keeping Unit	Secondary Packaging	This is the packaging that groups multiple primary packages together, mainly for display or transport.
FSC	Forest Stewardship Council	Tertiary Packaging	This is the outer packaging used for bulk handling, storage, or shipping (e.g., a pallet wrapped in plastic).
PEFC	Programme for the Endorsement of Forest Certification	Outer Cartons	A larger shipping box that contains one or more inner cartons. It's used for transporting, storing, and handling products in bulk.
OH&S	Occupational health and safety	Inner Cartons	A smaller box that holds the product or multiple units of the product. It provides extra protection and helps organize items inside a larger box.
PSR	Product Specification Report		
ISPM	International Standards for Phytosanitary Measures		

8.0 Appendix

8.1 Product Loading

8.1.1 Chairs

Chair Stand Guidelines

- Stands should be made from metal and with no secondary materials to be wrapped around the frame.
- The stand must allow for the use of mechanical and manual handling equipment i.e., forklifts and pallet jacks on at least two sides.
- Stock where possible should not exceed a height of 1.8m. Please consult Global Sourcing team if the chair stack exceeds this height.

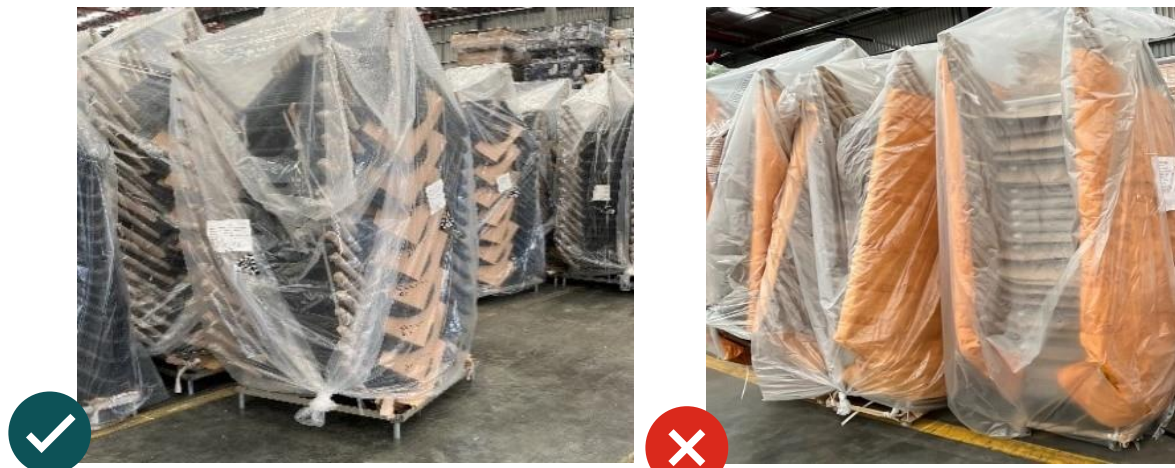


Figure 18. Only clear plastic over the top of the product is necessary. Avoid using non-recyclable materials to cover the product.

8.2 Timber

To ensure safety and protect the product from damage:

8.2.1 Timber Pack Standards

Table 9 – Timber pack specifications

Specification	Maximum/Minimum Value
Maximum weight per pack	2.4 metric tonnes
Weight limit per 1.3 m length	500 kg
Maximum height per pack (including packaging)	750 mm
Maximum width per pack (timber)	1100 mm
Maximum width per pack (sheet products)	1220 mm
Maximum length per pack	6.0 m
Maximum drag weight	7.3 metric tonnes
Minimum height under glut	50 mm

- 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 length.



Figure 19. 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.

- No outer pack multi strapping (unless by prior agreement).
- Gross cargo weight must be considered before container loading and shipping stock.
- Dunnage must be utilised where there is potential for the load to shift in transit. This can include the use of airbags, netting and tie downs where necessary.
- Product must be adequately protected from damage using strapping and stretch-wrap or plastic wrapping.
- Product should be stowed in containers to allow easy mechanical unload at distribution centres
- If you have a product that falls outside of any of the parameters outlined above, please contact the Global Sourcing team for further advice.



Figure 20. Example of a well labelled and packed timber pack

8.2.2 Timber 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 100 mm 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 2.4 m 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 45 mm.
- Cardboard top sheet and corner post should be used when necessary.



Figure 21. Proper cardboard top and corner pillar protection used



Figure 22. Stack timber is stacked horizontally

8.2.3 Timber Labelling Standards

- Each pack must have labels attached to the front, back, and both ends. Labels must include the item number, description and quantity. Additionally, the timber size must be printed on an A4-size label, (see figure 21).
- All label text must be large enough to be clearly readable from 4.5 metres or more, for the suggested size see table 2.
- The above-mentioned labels should be in addition to the shipping marks from section 2.1.1.
- For packs longer than 1.3 metres, the gross weight must be labelled and placed at the centre of each side of the pallet.
- To assist the inbound team at the DC, use different label colours for different sizes of the product.



Figure 23. Example of timber label in A4 size.

8.2.4 Timber void

Airbags are the preferred means of restraint and must be capable of adequately stabilising the load. 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.

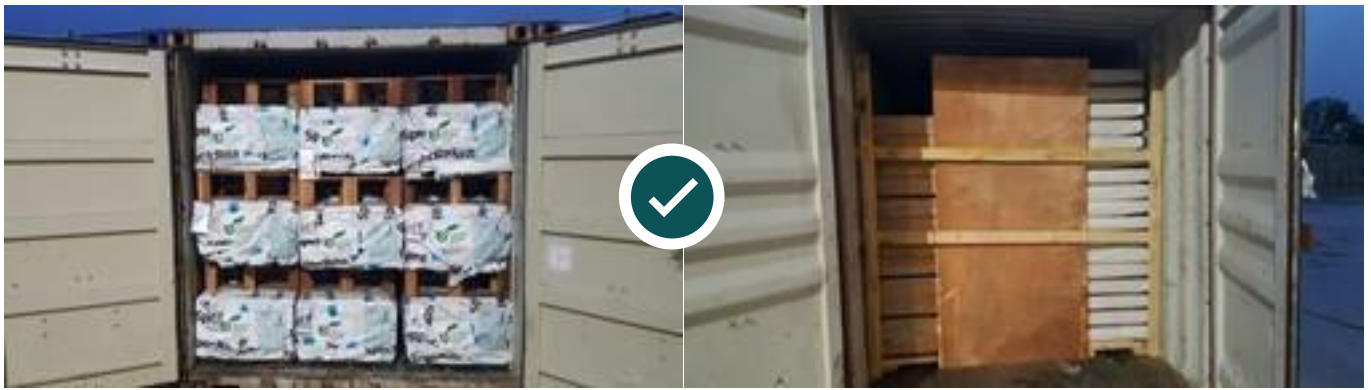


Figure 24. Examples of void fill (timber packing) in containers to stabilise the load.

8.3 Rugs

Rugs should be shipped to Bunnings using palletainers. Below are a set of shipping standards to assist with shipping rugs safely and efficiently.



Figure 25. Rugs are merchandised in store with palletainers

8.3.1 Requirements of a Cartons and Palletainers for Rugs

- Palletainer strength needs to be sufficient to handle weight stacked on it.
- Airspace inside the palletainers should be reduced to a minimum.
- The palletainer must be custom-made to fit the dimensions of the product, with a weight limit of 500 kg per unit.
- Consider the direction the palletainer faces in the container to ensure that a forklift can easily remove it and ensure that the width of the palletainers is greater than 350 mm (See section 4.3.4.1).
- Strapping needs to be used to attach palletainers to pallet.
- Cartons standing on their ends will not be accepted. Ideally these cartons or palletainers need to come on wooden pallets.
- Cartons without feet need to be slipsheeted.

8.3.2 Requirements when Packing and Stacking Rugs

- Palletainers should be stacked with the heaviest and longest items on the bottom layer, and the lightest or shortest items on the top.
- Any gaps between palletainers inside the container should be filled with dunnage.
- Rugs should be packed with one SKU per palletainer or with consistent mixed quantities.

- The palletainer must be clearly marked with product details for easy identification. Refer to labelling standards below.



Figure 26. This icon shows the maximum number of palletainers that can be stacked on top of each other.

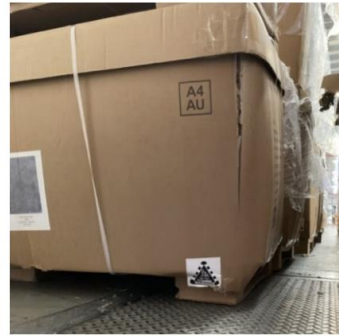


Figure 27. Example of feet collapsing due to over stacking.

8.3.3 Labelling for Rugs

Item labels

A colour coded label with SKU number is required to be affixed on each end of every individual rug/item as shown figure 11. This colour coding assists the DCs in clearly identifying each rug when unpacking and sorting the load for picking and distribution.

Figure 28. Each label is to include the item number, product description, weight and weight icons as clear identifiers.



Rugs Carton labels

In addition to the individual item's labels, the secondary packaging, i.e., the palletainers or cartons, would also need the contents and further details as shown below to be either printed directly onto the cartons or labels can be used. The example below has some information printed and labels are used for the remaining information. The table below summarises the information required for each carton.



Figure 29. The Bunnings Carton Identification Code (A9 in this example), and Contents Label on outside of the carton.

Table 10 - Example of Carton Shipping Contents Label

Carton Information Required			
To Destination	Melbourne Australia		
Carton Identification Code	A9		
Order No	123466		
Contents	Item No	Description	Qty
	345234	Red Reg	5
	543654	Blue Rug	6
Dept	Soft Flooring		
Qty	1 Carton Contains 12 Items		
Gross Weight	50 kg		
Batch Code	34RTAX	Date	12 Dec 2022
Pallet No	1 of 8		

8.4 Tiles

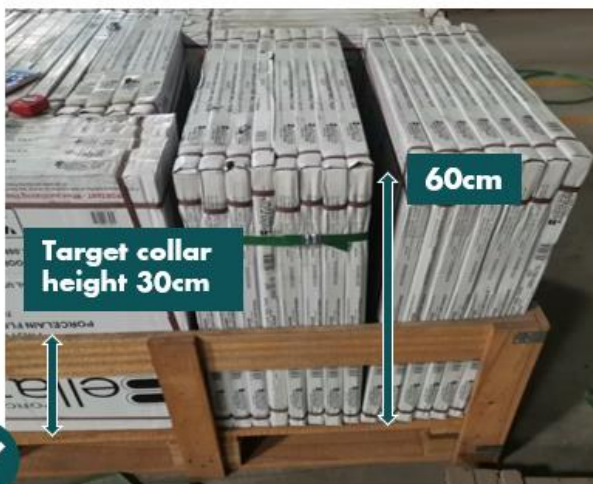
- Tiles need to be transported on wooden pallets
- Tiles need to be transported upright
- Large tiles greater or equal to 60 cm need to be supplied in collared pallets. Collars should be made from solid timber. Metal brackets for collars are to be located inside collar.



Smaller tiles have more stable pack footprint. Cardboard corner post with strapping are recommended to secure



Collared corners offer reinforcement
Metal brackets between timber and not on the outside



Plywood collars prone to flex

Figure 30. Pictures show pallets used to transport and merchandise tiles.

8.5 Pots

Ceramic, terracotta and other fragile pots should be shipped palletised, or slip sheeted to avoid damage. If they are hand loaded in the container, prior approval from Global Sourcing is needed.

For nested pots, cardboard void fillers are preferred. Expanded plastic may be used with prior approval.



Pots of varying sizes



Pots nested together

Figure 31. Example of cardboard fillers used for Nested Pots