BUNNINGS GROUP

Shipping Platform Standards 2021

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Introduction

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

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

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

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

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

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

The target areas outlined in this document include:

Maximising container utilisation

Reducing manual handling and double handling. Where possible, our aim is to achieve ‘one touch, supplier to store’

Unloading containers as efficiently as possible

Minimising damage and waste

Ensuring product integrity through packaging strength and design

Minimisation of any risk associated with quarantine and biosecurity issues

Our goal is to collaborate with suppliers to achieve these objectives.

Sustainability

Sustainability is important to Bunnings because it's the right thing to do and our customers and team members expect it.
As we continue to grow our business, and employ more team members, we are also committed to reducing our impact and improving the overall efficiency of our operations. This includes achieving better and more efficient use of resources and ensuring our suppliers operate sustainably and ethically.
These Shipping Platform Standards seek to guide suppliers in how they can support our sustainability strategy. Some of the key ways this can be done is via adherence to use of timber pallets instead of MDF, plywood or chipboard and reducing unnecessary container dunnage/void fill.
For more information on sustainability at Bunnings please visit our website at www.bunnings.com.au/about-us/sustainability.

Bunnings is committed to providing fully sustainable packaging on all products offered to the Australian and New Zealand markets by 2025.

Sustainable packaging is:

Minimised to only include layers that are necessary to protect the product as it travels through the supply chain

Either reusable or recyclable after it has served its primary purpose

Contains at least 50% recycled content

Manufactured from renewable or recyclable materials

These sustainable packaging guidelines apply to all the packaging in Bunnings' supply chain from shipping and transportation through to end consumer.

Note the following chart on the next page:
Red materials and packaging formats are NOT accepted
Amber materials and packaging formats will ONLY be considered by consultation with the Bunnings Sustainability team (email SustainablePackaging@bunnings.com.au)
Green materials and packaging formats are preferred by Bunnings because they are widely recyclable in Australia and New Zealand.

PACKAGING MATERIAL SELECTION GUIDE

Red

Not to be used – Materials are regulated or not widely collected and recycled in Australia & New Zealand

Materials

Rigid Plastics
PVC (3) , PS (6), nylon composite 'other' plastics (7), Expanded Polystyrene (EPS), foamed plastics

Soft Plastics
PET (1), PVC (3) , PS (6), expanded polystyrene (EPS), nylon, expanded PE and multilayer films

Bioplastics
Oxy / Oxo degradable, fragmentable, biodegradable plastics, PLA, PHA, PBAT

Textiles
Polyester

Rubber

Composite Materials
Chipboard, plywood, MDF

Formats

Paper or cardboard:
- Coated with PP (5)
- Laminated with plastic
- Waxed / greased; or
- Lined with foil

Dark tinted plastics and glass

Rigid and soft plastics coloured with carbon black

Dark coloured inks, UV cured inks, inks containing VOC's, metallic inks

Hot melt adhesives

Amber

Approval required – Only when green materials are not an option. Contact SustainablePackaging@Bunnings.com.au

Materials

Textiles
Cotton, wool

Formats

Compostable primary packaging only where all components are certified to either AS 4736:2006 or AS 5810:2010 and labelled according to ISO 14021:2016.

Soft plastics comprising less than 30% of a secondary polymer (both from the green category).

Paper / cardboard coated with 5% (or less) PE by weight.

Responsibly sourced textiles.

Green

Preferred – Materials are widely collected and recycled in Australia & New Zealand

Materials

Fibre
Corrugated cardboard, cardboard, grey board, paper, wood wool, moulded fibre

Rigid Plastics
PET (1), HDPE (2), LDPE (4), PP (5)

Metals
Steel, Aluminium

Glass

Soft Plastics
HDPE (2), LDPE (4), PE, PP (5), BOPP

Timber
Stick timber

Textiles
Jute / hessian

Formats

Cardboard / paper either uncoated, clay coated or PE coated (less than 3% by weight) on one side only

All packaging components made from the same green category, recycled or responsibly sourced material. Components should be separable if not.

Soft plastic comprising less than 5% of a secondary polymer (both green category)

Labels covering less than 40% of the exposed surface area, Polyolefin (PE or PP) on rigid HDPE, PP on rigid PP, OPP or PET on rigid PET, paper on cardboard / paper

Light coloured, water and plant based inks

1.Container Packaging Options

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

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

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

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

Container packing options available for shipping Bunnings products:

1) Hand/loose load
2) Slip sheets Palletainer
3) Plastic pallet
4) Cardboard pallet
5) Wooden pallet
6) Chair stands
7) Timber product loading

3.1 Hand/Loose Load

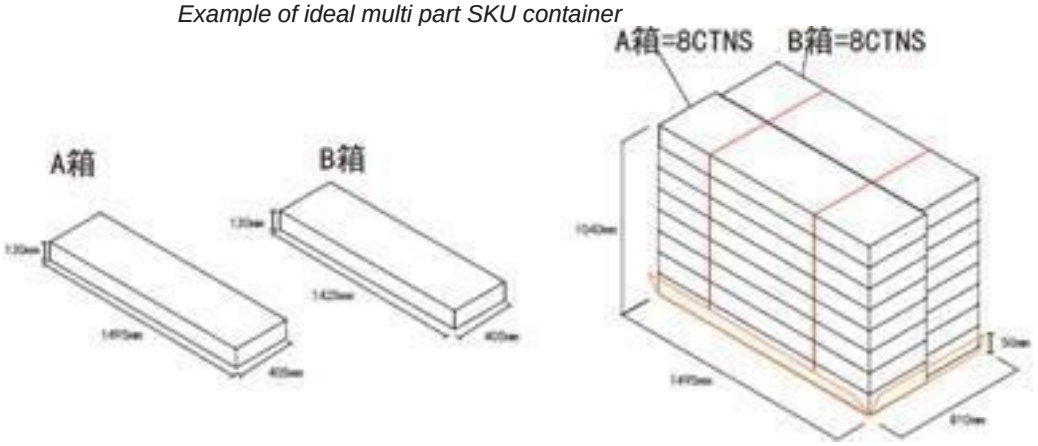
Hand load is preferable where a carton or product weighs 16kgs or less. This creates minimal waste and the most efficient unload.

Multiple SKUs should be easily distinguishable in mixed containers. If this is not the case, steps should be taken to ensure individual SKUs can be identified when unpacking the container.

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

In instances where there are multiple parts for a given SKU eg. Box 1 of 2, Furniture sets, it is preferred that the container is filled to maximise the accessibility of each of the products subject to balancing overall container utilisation. This configuration reduces double handling by Bunnings during the subsequent SKU consolidation process.

Example of ideal multi part SKU container



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

Example of a well packed hand load container

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

Please ensure stillages are reviewed for any sharp edges to prevent any injuries and/or damage to product. Examples of this type of product include garden hand tools (shovels, hoes, spades etc).

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

3.2 Slip Sheets

Slip sheets are to be utilised where:

a) The carton gross weight is more than 16kgs

b) Product load on a single slip sheet does not exceed 500kgs cardboard and 800kg for plastic

c) Product presents challenges to unload eg. small size cartons, awkward to unload

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

In addition, slip sheets cost and weigh less than pallets and are only a fraction of the thickness, increasing space and improvingthe efficiency of container loading. Slip sheets can be made of plastic or cardboard.

Cardboard slip sheet is preferable as it can be easily recycled. Plastic slip sheets are to be used where cardboard slipsheet integrity is not adequate for intended application. Plastic slip sheets are more expensive and are difficult to recycle.

Use of grains/seeds in lieu of slip sheets is not allowed. Seeds and grains offer biosecurity risks and run the risk of creating delays or even preventing stock received in containers if they are used.

Plastic and cardboard slip sheets

Slip sheet operations

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

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

PULL PUSH

Loading and unloading slip sheets

Slip sheet palletisation

- One SKU per slip sheet pallet for live products.
- Slip sheeted load should not exceed 1.8m high.
- The slip sheet must be capable of handling the load upon it (tensile strength) and must remain intact duringtransportation and handling in the Distribution Centres.
- Slip sheets should have extended pull tabs on 2-4 sides to allow for loading and unloading.
- The tab should be approximately 5cm in length to allow for the push-pull attachment to grab the slip sheet and secure wrapping.If the tab is greater than 10cm or less than 5cm in length, it becomes difficult for the push-pull attachment to grab the stock.
- Shrink-wrap must be used to secure the load. The exposed slip sheet tab should always face the container door. All othertabs are to be wrapped within the shrink-wrap to secure the product to the slip sheet.
- Banding is to be used when the total weight of the slip sheeted stock is 350kgs – 500kgs.
- A plastic or cardboard slip sheet is to be secured to the top of the slip sheet load to assist with ease of unloading.Honeycomb cardboard is not to be used.
- The side of the loaded slip sheet that faces the container door needs to be at least 900mm wide so that the attachment cangrab one slip sheet at a time safely.
- Where possible the ideal footprint is 1150mm (W) x 1150mm (L) which allows for good containerisation as well as being able to easily fit onto Australian standard pallet. Refer to section 3.5 Pallet Dimensions which exhibits this attribute.

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.

Palletainer has the advantages ;

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

Examples of Palletainers

Palletainer standards

Height can be up to 1350mm (to allow for multiple stacks in a container)
Payload: varies – generally up to 500 kg
Packaging must be strong enough to remain intact during transportation and distribution
A slip sheet or pallet must be underneath the palletainer to enable the product to be unloaded from the container.
One SKU per palletainer for live products
For promotional lines, multiple SKUs can be within the one palletainer. In these instances, the quantity of each SKU must beconsistent for allocation purposes
Avoid any air space in the palletainer so that the cardboard and product does not get crushed during distribution and handling.
The construction of any pallet base or feet are to conform to the minimum clearances outlined in section 3.5 Pallet Sizes .

Pallet Guidelines

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

Load capacities must be printed/stamped or labelled on each pallet. 3rd party verification

- **reports must be provided on request. (2000kg is preferred)**
  The three pallet options available to suppliers, in order of preference are:
  Cardboard pallet
  Plastic pallet (nestable only)
  Wooden pallet

Wooden and cardboard pallets and packaging are susceptible to mould and insect damage. It is critical that pallets and packaging are dry before entering containers and free of any insects or evidence of insects to prevent the risk of infection.

Extremely heavy products such as concrete, tiles, bricks, countertops, and stone etc. may require plastic or wooden pallets.**If you are unsure of which pallet type to use, please consult with Global Sourcing.**
General pallet standards for plastic, cardboard and wooden are as follows:
The pallet must allow for the use of mechanical and manual handling equipment i.e. forklifts and pallet jacks on at least two sides.
The pallet must be capable of handling the load upon it and must remain intact during shipping and transportation.
Palletised stock cannot exceed a height of 1.8m.
The way in which pallets are stacked into the container must be factored in when assessing the strength and durability of pallets e.g. double stacking.
Payload: approximately 500 - 800kgs (please consult Global Sourcing if the pallet exceeds 800kgs gross weight)
All pallets must be purpose built and need to be durable enough to transport the products throughout the journey from port to store. Pallets must not be made from MDF, chipboard or ply.

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

3.4.1 Plastic Pallet

Plastic pallets are not subjected to quarantine requirements as timber pallets given their resistance to humidity and corrosion. Nestable plastic pallets are also recyclable and take up minimal space when stacked.

Pallets made from recycled plastics are preferred.

Plastic pallet standards

Nestable pallets only

Pallets must be 100% plastic

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

3.4.2 Cardboard Pallet

Cardboard pallets are formed from corrugated cardboardsheets**.**

These pallets include an under layer where spaces are inserted for forklift blades to enter.

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

Cardboard pallet standards

Pallets must be made from 100% cardboard

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

Example of a cardboard pallet

3.4.3 Wooden Pallets

Wooden pallets are strong, durable, inexpensive, and recyclable.
All pallets should be marked/stamped or labelled with the total load capacity of the pallet, 2000kg (2 tonne) is the preferred.

Wooden pallet standards

Pallets must be made of solid timber.

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

Timber pallets sourced from 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 (see Australian Quarantine in Section 10 and NewZealand Quarantine in Section 11)

All timber pallets should be completely dry to reduce OH&S risks and fungal growth

Example of a wooden pallet

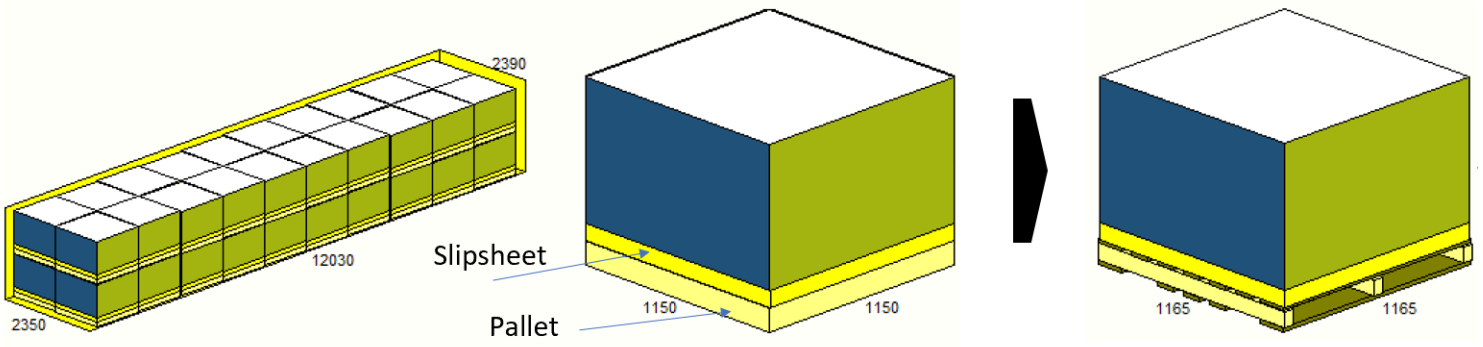
3.4 Pallet configuration: guidelines and expectations

Pallet Dimensions

The Australian standard pallet size is 1165mm (L) x 1165mm (W) x 150mm (H) and have a carrying capacity of 2 tonnes.
Load capacity of pallets need to be verified by a 3rd party and copies of the certificates should be provided on request.
In New Zealand, the Bunnings DC also use the same Australian standard pallet size to allow consistency in supply chain and stores.

However, this pallet size is ill-suited for the standard 20’ and 40’ shipping containers used globally as it cannot fit two pallets wide. For this reason, the size of the pallet used toship goods to Bunnings can be modified to maximise container utilisation and suit the merchandising requirements of the business e.g.where products are merchandised on pallets in store racking.

Where possible, the preferred pallet dimension is 1150mm (W) x 1150-1160 mm (L) x 150mm (H) which allows good containerisation and can be directly transferred onto 1165 x 1165mm Australian standard pallet via slipsheet to reduce labour. If a supplier does not have mechanical capability to insert slipsheet, is to be added manually which still allows Bunnings to efficiently unload.



1150 x 1150mm pallet
Shipping

1165 x 1165mm pallet
Bunnings DC → Store

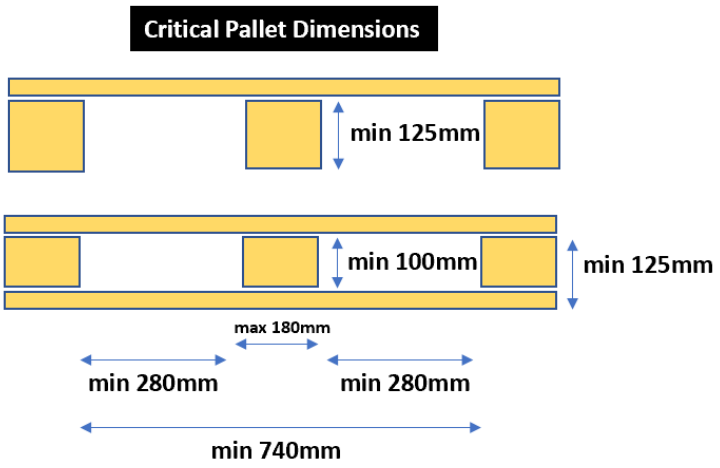
Alternate pallet/skids or crate dimensions

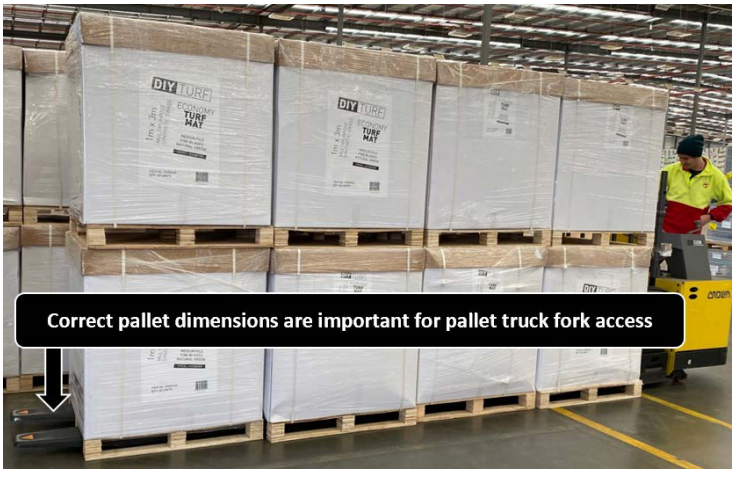
Name	Dimensions (W x L)
EUR, EUR 1	800 mm x 1200 mm
EUR2	1200 mm x 1000 mm
EUR3	1000 mm x 1200 mm
Other	1100 mm x 1140 mm

Sometimes the above pallets will be prescribed as they are suitable for certain store bay layouts.

Example of products merchandised EU Pallet in store bays

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 allow forklift tines and pallet jacks to access the pallet.





Stacking products onto pallets

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

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

Overhang

Stock which overhangs the standard slip sheet dimensions should be stacked in a ‘column’ pattern so thattwo sides are accessible for mechanical equipment.

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

‘Side to side’ overhang (where length exceeds 1165mm) can be accommodated as a special ‘oversize delivery’ when sending palletised loads from Distribution Centres to stores. Products with overhang intended for slip sheeting need to be rigid and/or self supporting eg.plastic tubs would be suitable but not rubber mats.

‘Front to back’ overhang is not permitted for delivery to stores as the front to back dimension in the truck is fixed to house maximum depth of 1165mm based on Australian Standard pallet depth.
This constraint is particularly important for promotional PDQ pallet designs to factor in any pallet overhang orientation to be ‘side to side’ to prevent added rework in stores to re-orient.

Overhang across all four sides ie. ‘Side to side’ + ‘Front to back’ overhang presents the same problem as above. Based on nature and size of product, this however can be managed in Distribution Centres for bulk storage stability, warehouse space utilisation and is usually reserved for products that have less than layer quantity allocations to be sent to stores.

Example of product stacked with overhang on all four sides in Distribution Centres but are sent to stores in smaller pick quantities

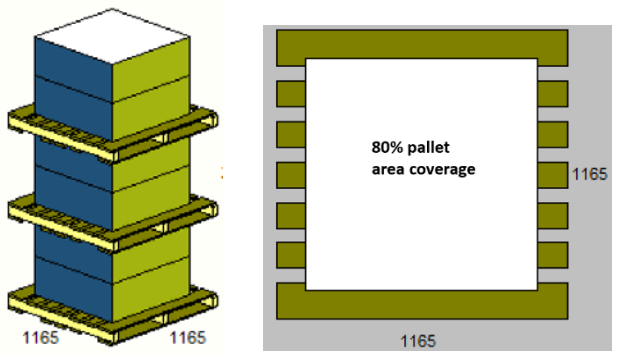
Underhang

Pallets with excessive underhang also present a number of problems which include ;

- Inefficient pallet utilisation
- Poor product stability for bulk storage
- Damaged/unsafe loads during transit to store

This is usually more prevalent on bulky items or promotional pallets.

Efforts should be made to assess packaging configurations early in the design process to develop alternatives options for review. As a guide, for products that will be palletised onto Australian standard pallet, the pallet area utilised should be at least 80% to support warehousing efficiency and stability where bulk stacked.



Visualisation of 80% pallet area utilisation for Australian standard pallet

The way in which a product moves through the supply chain must be considered by the supplier during product packaging and design. In line with minimising overall supply chain costs to achieve lowest prices, Bunnings will seek packaging design that adequately protects the product from damage as well as allowing the product to fit within the dimensions of a standard pallet size (section 3.5) to help increase supply chain efficiencies.

3.5 Corner Posts

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

Examples of products having corner posts usage and some which do not require.

Additional requirements:

Corner posts are required on each edge of the load. Corner posts dimensions must be:

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

Width (W) – 50mm

Height (H) – 50mm

Thickness (L) – 4mm

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

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

3.6 Product Loading

3.7.1 Chair Stands

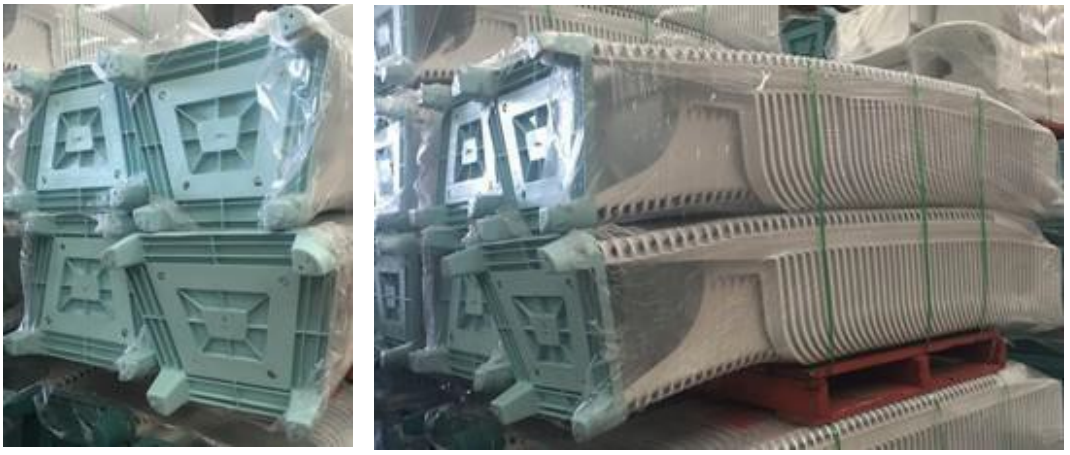
Chair stands can be used when shipping resin, plastic, steel, and aluminium chairs.

Chair stand guidelines

Stands must be made from 100% plastic or metal to allow for recycling
Wheels should not be used

No textiles to be wrapped around the frame
Load stability must be considered – stands should be at least 900mm wide to allow forklift tines to get underneath the stand and lift the stock safely. To cater for this, multiple stacks can be banded and wrapped together (see image below)
Standing upright in a container, the chair stack footprint would ideally be similar to the standard size of a pallet the stand must allow for the use of mechanical and manual handling equipment i.e. forklifts and pallet jacks on at least two sides
The stand must be capable of handling the load upon it and must remain intact during shipping and transportation.
Stock where possible should not exceed a height of 1.8m

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



Example of resin chairs where four stacks have been banded and stacked together to create a 'pallet footprint'. In this case, mechanical equipment can be used to unload the container.

Chair stand with legs

Timber

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

Timber pack standards

Maximum weight per pack: 2 metric tonnes. Packs cannot exceed 500kgs per 1.3m lengthMaximum height per pack: 600mm inclusive of packaging
Maximum width per pack: timber packs should not exceed 1100mm in width, sheet products should not exceed1220mm
Maximum length per pack: 6.0 metres
Maximum drag weight in a container: 6 metric tonnes
Minimum height under glut: 100mm
The supplier must ensure that the product weight is evenly distributed across the pallet, regardless of pack lengthA centre weight identifier (by weight, rather than length) is required on all packs greater than 3min length
No outer pack multi strapping (unless by prior agreement)

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

Pallet standards

The pallet must be made from solid timber and manufactured to suit the size of the product
The pallet must allow for the use of mechanical and manual handling equipment i.e. forklifts and pallet jacks on at least two sides.
The pallet must be capable of protecting the stock and handling the weight of the load upon it throughout shipping, handling, and distribution.
Bearers must be one piece of timber rather than multiple pieces joined together.
Bearers should be secured to the pallet with glue and nails and should be at least 100mm high to allow forklift forks to get underneath the pack and wide enough to provide a stable base for the palletised stock.
A timber 'sled' is required when the timber pack is 2.4m or longer to allow for unload when the widest side of the packis not facing the container door. There is no option for chain and drag.
Bearers should have a minimum height clearance of 45mm.

TIMBER BOARD PACKAGING EXAMPLES

Pallets & Packaging

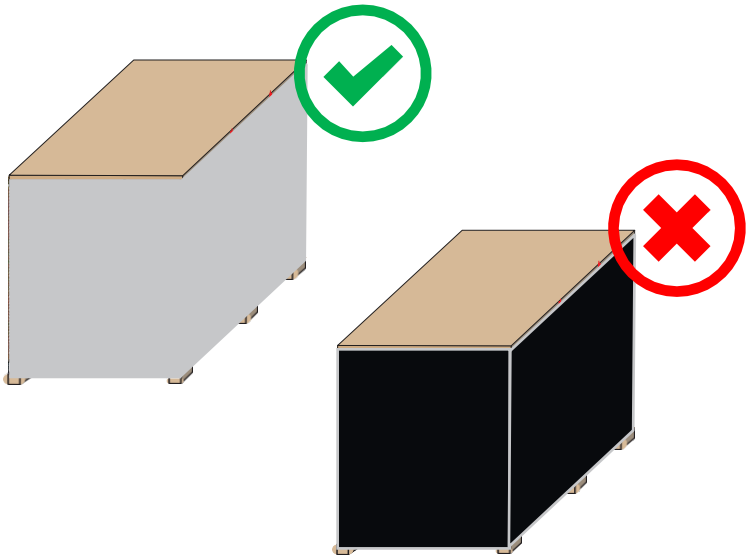
-Plastic pallet

Clear shrink wrap – Only (Black will not be accepted)

Plastic strapping

Cardboard top and corner pillar protection

Stack to be wrapped in clear plasticNOT black plastic



-Too much unnecessary MDF protection sheets

-Too much packaging on the sides

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

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

Labelling standards

Labels detailing the item number, description and quantity must be attached to the front, back and two endsof every pack. The font size must be large enough to be clearly readable from a distance of 4.5m or greater.

The above-mentioned labels should be in addition to the shipping marks (refer to section 6.2).
For packs greater than 1.3m in length, information regarding the gross weight of the pack/pallet should be attached tothe centre of each side of the pallet.

General standards

The pack quantities of each SKU must be consistent.

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

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

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

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

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

Example of a well packed and labelled timber pack

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

3.7.2 Rugs

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

Less time to unload containers.

Increased team safety.
Better product protection. Increased pick accuracy and speed.
Increased handling efficiencies throughout Distribution Centres and transporting to stores.
Better merchandising set up and presentation in stores.

Container Packing Options

Palletainers/Boxes

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

Palletainers/boxes significantly reduce container unloading times and enables double stacking of pallets in dispatch. This results in stock moving through the network smoothly and efficiently and at the lowest cost.
Palletainers/boxes also support stores with merchandising and displaying the product for sale.

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

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

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

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

Example of oversized product on purpose made pallets, supported with strapping.

Stillages

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

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

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

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

Example of stillages of individual items loaded into a container

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

Hand Load

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

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

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

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

Hand loaded layering example

Labelling

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

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

Please refer to Weight Icon Programme section of the Bunnings Shipping Platform Standards.

Example of colour label attached to the end of each rug

Packaging

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

Third Party Consolidation

If suppliers do not have the capability or resource to consolidate products into palletainers, Bunnings can support in exploring and facilitating third party consolidation options offshore, via transhipments or local consolidation. Please contact our International Shipping & Logistics team for further information (refer section 13 for contact details).

3.7.3 Tiles

Due to the heavy weight of tiles they are often transported having their own wooden pallet. It is common for tiles to be containerised single pallet high due to gross weight limitations.
Tiles are often transported upright to limit breakage however this may also present a safety risk with tiles falling forward in store if unconstrained. For smaller size tiles the pack quantity is higher than larger tiles and the resulting box depth is usually larger and more stable . Large size tiles, typically 60cm or taller generally weigh >20kg and require to suppled in collared pallets.

Plywood collars are prone to flex and breaking hence for strength, collars should be made from hardwood timber board, which also improves ability to recycle post use.

3.7.4 Pots

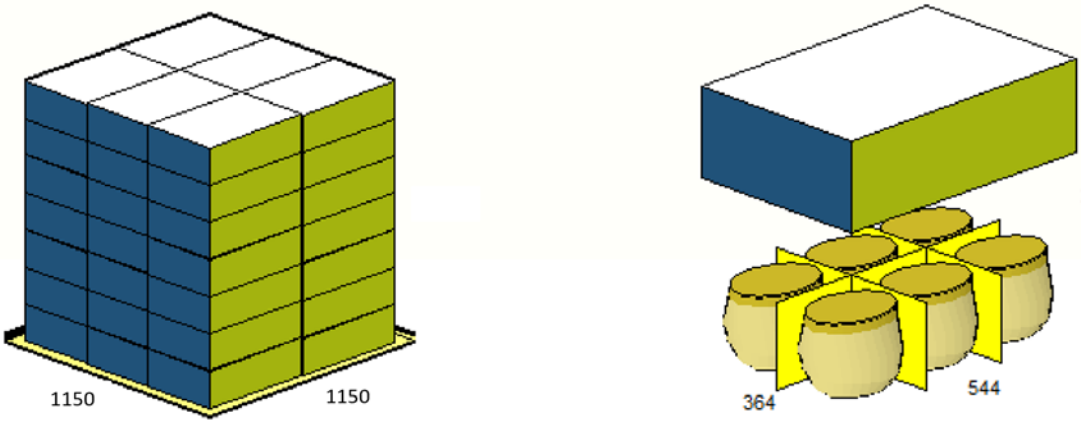
Ceramic & Terracotta Pots are fragile items and sustain one of the highest damage rates in the Bunnings supply chain.
For this reason it is important that pots are shipped palletised or slip sheeted to avoid the additional handling touchpoints for shock and vibration associated with hand load and unloading of containers.

Most promotional items will remain and handled as palletised loads from arrival through to the store, for this reason these items should have the own wooden pallet.
Where directly loaded onto pallet, efforts are to be taken to ensure there is suitable underhang to avoid the risk of overhang movement of product.

The lower area of the portion of the pallets are also more prone to forklift damages through supply chain and it is recommended to have protection against these risks such as incorporating a cardboard sleeve or collar.

Cardboard sleeve or collar on lower portion of pallet can help reduce/dampen shock

For items which are classified as standard lines ie. needing dedicated warehouse stock allocation from which stores will be replenished, in this instance pots are to packaged in cases ideally supplied as slip sheeted 1150x1150mm based on weight restrictions being met.
As illustrated in section 3.5 Pallet Configuration, the benefit of 1150x1150 mm footprint is to reduce pallets from the network and efficient transfer to Australian size pallet to fit in the warehouse.



Examples showing ideal slipsheet on 1150x1150mm footprint suitable for easy transfer to 1165x1165mm pallet

2. Shrink Wrap & Banding Standards

Pallet

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

Shrink-wrap specifications

- Hand shrink wrap 17UM
- Machine shrink wrap 20UM
- Shrink-wrap must be applied with 50% overlap and cover all four corners of the pallet or slip sheet
- Two full wraps are required at the top and bottom of the pallet or slip sheet to ensure that the stock is secure

• Any shrink wrap used must allow for effective fumigation i.e. have perforations that make it porous to fumigation gases.Compliance with: Guide to performing QPS fumigations with methyl bromide – August 2018 (Section 1.5-1.6) Guide to performing QPS fumigations with methyl bromide (agriculture.gov.au)

If plastic is not porous it can be slashed or cut to allow diffusion of gas but in such a way that it does not affect the structural integrity of the wrap.

Banding specifications

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

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

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

A minimum of two bands must be used to secure product to the pallet. At least three bands are required if product is 1.3m long or longer eg: 6m pack requires a minimum of 4 straps.

The maximum space between each band should not exceed one metre.

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

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

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

Carton banding specifications

Banding is to applied to only heavy weight Primary cartons as per below guidance.

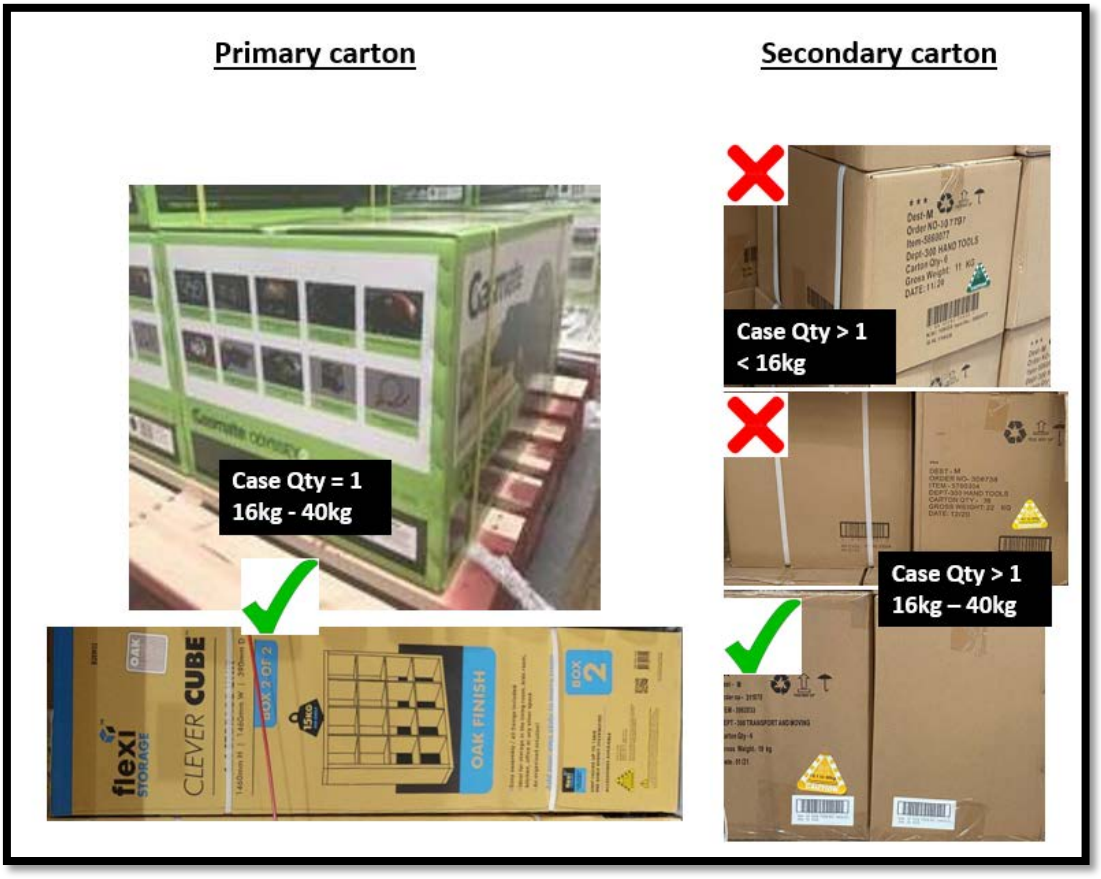
Exceptions may be granted based on other product related attributes, for example tamper resistance and burst strength.

- Must be a **recyclable plastic.**
- Staples, nails, metal strapping and metal clasps are **not acceptable**.

Secondary cartons (Shippers & Inners) are NOT to have straps applied unless approved by Sustainablepackaging@bunnings.com.au

Carton banding guide	< 16kg	16kg - 40kg	> 40kg
Case Qty = 1 : Primary carton	No straps*	2 straps	4 straps (2 each side)
Case Qty > 1 : Secondary carton	No straps*		

**Exceptions allowed if prescribed by Style Guide or if carton is unitised on pallet*



Examples showing strapping is only needed on Primary cartons > 16kg

3. Container Specifications

Container Dimensions

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

Container utilisation and weight

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

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

*Minimum CBM allowed without authorisation
**Maximum metric tonnes – including the weight of the container

Container Inspection

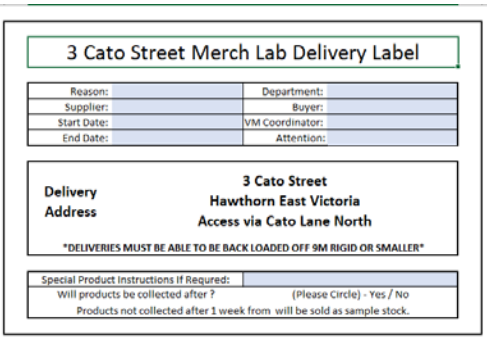
Containers should be inspected to ensure they are free from damage prior to loading. Damaged containers are not to be used as they can cause issues with biosecurity, product damage and difficulty opening the containers for unload at the Distribution Centres

All suppliers and facilities loading containers must ensure that the inside of the container and all of the dunnage and packaging must be completely dry. If there is any water or moisture in the container or on the packaging it increases the likelihood of the following:

- Growth of dangerous moulds which are a biosecurity and Occupational Health and Safety issue
- Slipping hazards
- Delayed distribution to stores and increased cost of installation

Samples & Spare Parts

When adding samples or spare parts to a container, suppliers must follow the standards set out in this document. Metal strapping must not be used; products must always be clearly labelled and packed to the same standard as ranged products. Specific labelling is required for both Spare Parts and Sample cartons, see examples below: (these are both available from Globalsourcing@bunnings.com.au


3 Cato Street Merch Lab Delivery Label

Reason:	Department:
Supplier:	Buyer:
Start Date:	VM Coordinator:
End Date:	Attention:

Delivery Address: 3 Cato Street, Hawthorn East Victoria, Access via Cato Lane North

DELIVERIES MUST BE ABLE TO BE BACK LOADED OFF 9M RIGID OR SMALLER

Special Product Instructions If Required:
Will products be collected after ? (Please Circle) - Yes / No
Products not collected after 1 week from will be sold as sample stock.

Labels for Samples only


SPARE PARTS DEPT
Att: Stephanie Gamble

Bunnings Port Melbourne
501 Williamstown Road
Victoria 3207
Australia

Labels for Spare parts only

4. Container Fill Requirements

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

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

The following guidelines should be met:

Pallets and slip sheets should be based on pallet quantities where known.
The Global Sourcing team will provide this information quarterly to assist with this requirement.
If the pallet quantity is unknown, the number of units and way the product is loaded onto each slip sheet should uniform, with at least two layers in the container e.g. one on the base and the other layer halfway up the container.
Where low height slip sheets are used, more layers may be utilised e.g. in multi-line containers

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

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 16kgs to allow the Distribution Centre teams to unload the product safely.

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

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

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

Void Fill / Dunnage

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

Void fill standards

Airbags are the preferred means of protection. The airbag used must be capable of adequately stabilising the load during the shipping journey. LDPE is preferred if it can meet strength needs. If airbags are not available, load restraints such as lashing, or tie downs should be utilised. Additional lashing points and the use of tie downs throughout the container may be used to further aid in stability where required

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

Example of void fill (airbags)

Example of tie-downs used throughout container

Void fill standards –Timber

Timber containers are generally filled with big, bulky heavy product. For this reason, it is essential that adequate measures are taken to ensure stock doesn't move in transit. As set out above, airbags are the preferred means of protection and must be capable of adequately stabilising the load. In addition, load restraints such as lashing or tie downs should also be utilised, including using additional lashing points throughout the container where required.

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

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

Cargo nets

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

Examples of cargo nets in use

Container Fill Safety

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

Uneven weight distribution in containers, leading to increased risk of container and/or truck tips and Chain of Responsibility risk.

Increased chance of injury to team members opening and unloading the container.

Increased risk of product damage.

It is imperative that suppliers take adequate steps to safely secure the product for the supply chain journey.

Our team are here toassist if you need advice or guidance to support this.

5. Product Requirements

6.1 Nested Products

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

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

Suppliers are required to advise the Global Sourcing team when a product is nested.
Nested products require adequate void fillers to prevent damage.

Cardboard void fillers are preferred, rubber or plastic should not be used.

Example of cardboard fillers

6.2 Shipping Marks

Shipping marks on cartons

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

Shipping marks on pallets or slip sheets

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

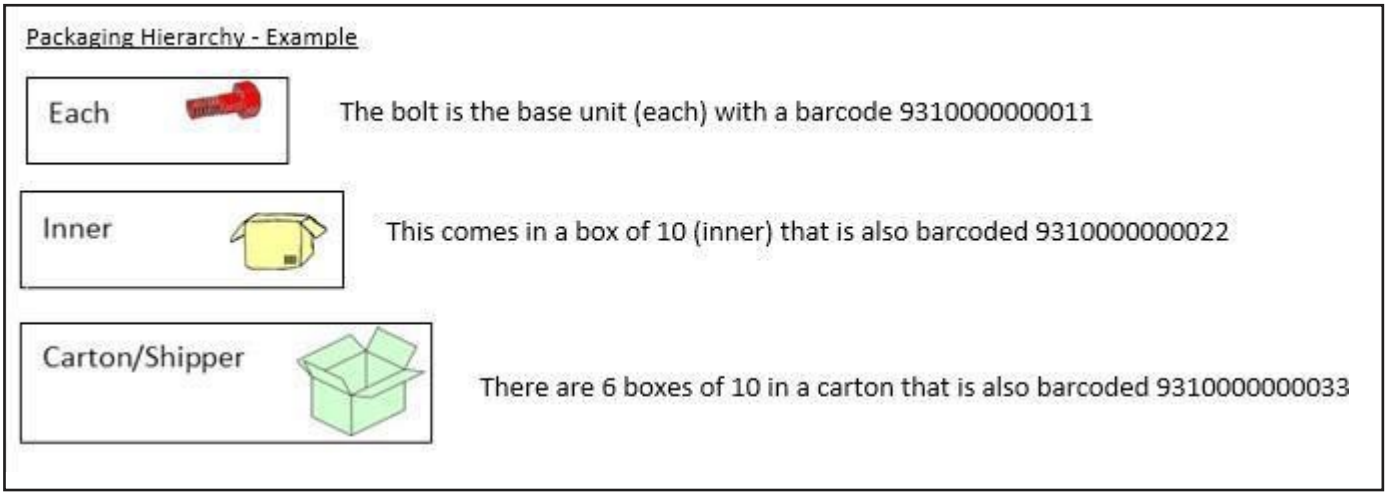
Shipping mark standards – information to be shown on each carton:

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

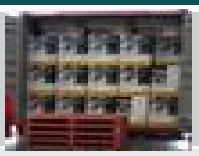
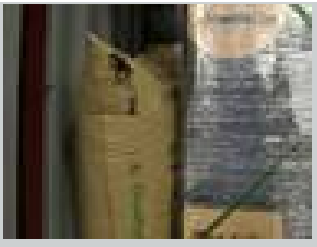
Example of shipping marks and symbols

Shipper Barcode

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



1. Container Packing Options - Quick Guide

Type		Use
Hand/Loose Load		Carton/product weighs less than 16kg
Slip Sheets		Carton/product weighs more than 16kgs, less than 60kgs Plastic or cardboard slip sheet material Up to 500kgs per cardboard and 800kg per plastic slip sheet Height should not exceed 1.8m One SKU per slip sheet. The number of units per slip sheet should be uniform and match the pallet quantity where known
Pallets		**No MDF, plywood, chipboard or Particle board to be used.** Height of palletised product should not exceed 1.8m One SKU per pallet. The number of units per pallet should be uniform and match the pallet quantity where known Pallets should be marked/stamped or printed with the load capacity Load capacity certificates must be provided on request (note that 2000kgs or 2 tonnes is the preferred load rating for all pallets)
Chair Stands		Shipment of resin, plastic, steel, and aluminium chairs 100% plastic or metal Wheels should not be used! No textile around frame Stacks to be banded and wrapped in stacks to create pallet sized footprint Stands should have legs to allow for mechanical handling equipment to move stock
Dunnage/Void Fill		Airbags are the preferred means of protection If airbags are not an option, load restraints should be utilised Extra lashing points and tie downs can be used to aid stability High density foam cushioning can be used for nested and fragile products such as pots

Type		Use
Shrinkwrap/Banding		All slip sheeted and palletised products must be shrink-wrapped Banding can be used instead of or in addition to shrink-wrap (at least two bands, three bands are required for products longer than 1.3m) Metal strapping is not accepted Carton banding is required on Primary cartons that are 16kgs or heavier. . Banding should be tightly secured around the product
Palletainers		Palletainers/cartons are the preferred method. Stock should be packed as one SKU per palletainer/box or consistent mixed quantities Stillages is the second preferred option. Each stillage is to contain individual SKUs rather than mixed items. Hand Load is the least preferred method and is only suitable for rugs weighing less than 16kgs each. Items need to be grouped together and layered heaviest & longest (bottom layer) to lightest/shortest (top layer) A label is required to be affixed on each end of every individual rug to assist with identification. Each label is to include the Item Number, Product Description, Weight & Weight Icons as clear identifiers.

2. Weight Icon Program

Weight Icons were introduced in 2004 and play a key role in Bunnings' commitment to the safety ofteam members, customers, suppliers, and contractors.
The purpose of the weight icons are to ;

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

All individual products and shipping/packaging cartons exceeding 10kgs must include a weight icon

1 Weight Icon Standards

Bunnings weight Icons Definitions and Specifications:			
			
10 – 16 kg	**16.1 – 40 kg**	**40.1 – 60 kg**	**60.1 kg+ or Oversized**
Can be lifted by an individual.	May be lifted by an individual but a two person lift is safer.	A minimum of two people are required to lift the product.	Very heavy product requiring mechanical aids to lift.
Mandatory Colours:			
Pantone Green 347	Pantone Yellow 116	Pantone Orange 165	Process black
Apply to:			
Single boxed, bagged, multi-packed products with bulky packaging.	Single boxed, bagged and multi-packed products.	All products weighing 40.1 kg or more.	All products weighing more than 60.1 kg or with dimensions greater than 1.5 cubic metres.

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 the table above OR in 1-2 colour packaging design the icon may be printed in only one colour on the outer packaging.

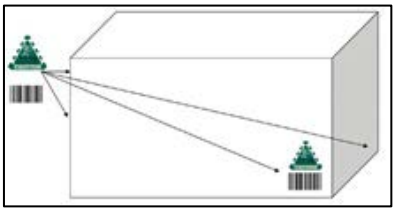
Size of icons:

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

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

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. Biosecurity

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

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

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

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

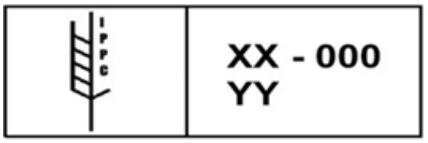
- **IMPORTANT - containers and contents must be dry before packing to reduce potential for mould growth. Containers and or stock that arrive mould effected will incur costs and charges at the Suppliers expense!**

4. Australian Quarantine

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

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

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



ISPM 15 mark

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

IPPC certification symbol (this is a registered trademark).
XX: represents the two letter ISO country code where the wood was treated.
000: represents the unique certification number (which ensures that the wood packaging material can be tracedback to the treatment provider and/or manufacturer).
YY: is the treatment abbreviation where:

- HT: is the code for heat treatment using conventional steam or dry kiln heat chamber to a minimum of 56º C for aminimum of 30 minutes (preferred)
- MB: is the code for methyl bromide fumigation (only when other options not available)
- DH: is the code for heat treatment using dielectric heat

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

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

Timber and Bamboo Packaging:

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

ISPM 15 Wood Standard:

ISPM 15: The international standard for solid wood packaging material - Department of Agriculture

Non ISPM Pallets:

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

BSMB – BROWN MARMORATED STINK BUG

Additional fumigation treatments are required during BMSB season (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 Departments Websites or bycontacting them directly:

Country	Australia	New Zealand
Regulator	Department of Agriculture, Water & Environment (DAWE)	Ministry of Primary Industry (MPI)
Imports Information	http://www.agriculture.gov.au/import	https://www.mpi.govt.nz/importing/overview/overview- of-the-importing-process/
BMSB information	http://www.agriculture.gov.au/import/before/brown-marmorated-stink-bugs	https://www.biosecurity.govt.nz/importing/vehicles-and-machinery/requirements-documents-for- importing-vehicles-machinery-or-equipment/brown- marmorated-stink-bug-requirements/

Contact email:	(use the online form) http://www.agriculture.gov.au/general-inquiries?query=imports	info@mpi.govt.nz
Contact phone:	**1800 900 090** overseas: +61 3 8318 6700	0800 00 83 33 – General Enquiries (NZ only) +64 4 830 1574

Documentation for New Zealand Ports

- Has an MPI New Zealand standard packing declaration been completed for the loading of these containers?
- If treatment or fumigation has been carried out on these containers, has a valid treatment or fumigation certificate (to MPI New Zealand requirements) been obtained which correctly identifies these containers andthe freight loaded inside?

If more information is required, please see link below which will take you to all MPI New Zealand Import documentation requirements:

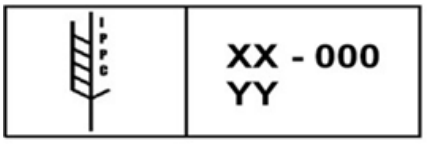
https://www.biosecurity.govt.nz/importing/border-clearance/containers-and-cargo/requirement-documents-for-importing-containers-and-cargo/

5. New Zealand Quarantine

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

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

The ISPM 15 compliant stamp or mark is shown below.



ISPM 15 mark

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

IPPC certification symbol (this is a registered trademark).
XX: represents the two letter ISO country code where the wood was treated.
000: represents the unique certification number (which ensures that the wood packaging material can be tracedback to the treatment provider and/or manufacturer).
YY: is the treatment abbreviation where:

- HT: is the code for heat treatment using conventional steam or dry kiln heat chamber to a minimum of 56º C for aminimum of 30 minutes (preferred)
- MB: is the code for methyl bromide fumigation (only when other options not available)
- DH: is the code for heat treatment using dielectric heat

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

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

Wood Packaging Import Standard: https://www.mpi.govt.nz/importing/forest-products/wood- packaging/

Wood Packaging Material from All Countries - Import Health Standard:

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

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

Definitions:

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

6. Contacts List

Global Sourcing

Email: GlobalSourcing@bunnings.com.au

Ph: +61 3 8831 9777
Contact re: product submissions, shipping platform standards and general enquiries

International Shipping & Logistics

Email: InternationalShipping@bunnings.com.au
Ph: +61 3 8831 9777
Contact re: relations with shipping lines, freight forwarders and the international supply chain process

Sustainability

Email: SustainablePackaging@bunnings.com.au

Ph: +61 3 8831 9777
Contact re: material selection, recyclability or reuse of packaging

Bunnings website

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

Bunnings Connect

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

Lima System

https://bunnings.csslima.com

7. Glossary

DC	Distribution Centre
MDF	Medium Density Fibreboard
PVC	Poly Vinyl Chloride
PS	Ploy Styrene
ESP	Expanded Polystyrene
PET	Polyethylene Terephthalate
PP	Polypropylene
VOC	Volatile Organic Compound
PE	Polyethylene
HDPE	High Density Polyethylene
LDPE	Low Density Polyethylene
BOPP	Bi-axially Oriented Polypropylene
PLA	Polylactic Acid
PHA	Polyhydroxy Alkenoates
PBAT	Polybutylene adipate terephthalate
SKU	Stock Keeping Unit
FSC	Forest Stewardship Council
PEFC	Programme for the Endorsement of Forest Certification
OH&S	Occupational health and safety
PSR	Product Specification Report
ISPM	International Standards for Phytosanitary