



BRADFORD

## BRADFORD SOAP WORKS

### IN-BOUND MATERIAL LOGISTICS AND RECEIVING REQUIREMENTS

The following are the requirements for shipping materials to Bradford Soap Works Inc.

#### **Receiving:**

1. **Hours:** Warehouse receiving hours are from 7 AM to 12 PM. Bulk material receiving hours are from 7 AM to 2 PM. Receiving after 12 PM and 2 PM respectively, or on weekends, will only be allowed if an appointment has been made with the Bradford Warehouse Department 24 hours in advance.
2. **Appointments:** With the exception of bulk liquid materials, all deliveries that are 10 pallets or more, regardless of the number of Bills, require an appointment with the Warehouse Department 24 hours in advance. Ten (10) pallets or more are considered to be half of a trailer. Contact Bradford Soap Works Logistics Department.
3. For West Warwick, RI, phone @ 401-381-6295 or by fax @ 401-381-6495 or by email [logistics@bradfordsoap.com](mailto:logistics@bradfordsoap.com).
4. For Columbus, Indiana, phone @ 812-418-4668 or 812-418-4672.
5. LTL deliveries (less than 10 pallets) *will not be accepted after 12 PM* unless an appointment has been made. Due to occasionally heavy periods during normal receiving hours, it is highly recommended that LTL carriers schedule an appointment to prevent a delay in their schedule.

#### **Palletization and Loading:**

1. All material that is not provided in liquid bulk form must be palletized.
2. Pallets must be 48" x 40" GMA 4-way front entry pallets in good condition. All pallet boards must be solid, undamaged and able to handle the respective load. Shipments received on substandard pallets will be refused. The 40" side of the pallet is considered to be the front. Height must not exceed 52", including the pallet itself. No more than 1" overhang on any side. In addition, you must comply with BSW Pallet Requirement PR-PKG-001 which requires that no chemically treated pallets enter our material stream or facilities. **Failure to abide by these requirements may result in material being sent back to supplier at their expense or a repalletizing of the load at a charge of \$50 USD/hour and an administrative charge of \$50 USD per instance.**
3. Freight must be in good condition and able to be moved using standard pallet handling equipment without secondary handling or repalletizing. Acceptable condition will be determined by the Bradford Warehouse Department. **In the event of a non-conformance, material may be sent back to the supplier at their expense or reworked at a charge of \$50 USD/hour and an administrative charge of \$50 USD per instance.**
4. We prefer only one item per pallet, however we understand that this is not always practical or cost effective. If you provide a mixed load on a pallet, you must *placard* each mixed pallet listing each individual component (Item Description, IC# and countable units (cases, rolls, etc). In addition, each case / bale must be properly labeled and identified with the Bradford IC # and pack-out. Assorted small items (rolls or sheets of labels, UPC stickers, etc.) within the same carton/case must be bagged and labeled with Bradford IC #, and the packing list for that container must list each individual item. **In the event that a load is not properly marked, the material may be sent back to the supplier at their expense or reworked at a charge of \$50 USD/hour and an administrative charge of \$50 USD per instance.**
5. It is preferred that trucks be loaded straight such that the opening (40" side) is facing out of the truck. Trucks should also not be double stacked, unless specifically instructed by BSW. Both of these issues can potentially create time delays for our operations and increase the risk of damage to load contents.



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## **Freight Terms and Carriers:**

**Freight terms:** Only Bradford owned material will be accepted on a Collect basis. All other shipments must be either **Prepaid or Third Party billed**. Method of payment must be **clearly** stated on the trucker's Bill of Lading.

### **Domestic, US Shipments:**

For all shipments of Bradford material that is to be sent collect, all suppliers must use the Bradford routing instructions found on our website per the link below.

[www.bradfordsoap.com/About/For-Suppliers/Vendor-Requirements.aspx](http://www.bradfordsoap.com/About/For-Suppliers/Vendor-Requirements.aspx)

Per these routing instructions, for collect shipments consisting of 7 pallets or more (OR) exceeding 12 linear feet (OR) exceeding 10,000 lbs suppliers must contact TOTALogistix for routing instructions. **Telephone: 973-726-2116**

When contact is made with TOTALogistix, please have the following information available:

1. Contact person at your company
2. Shipping location and shipping hours
3. Bradford Soap address material is being shipped to
4. Commodity being shipped as described on the bill of lading
5. Number of pieces and handling units (cartons, pallets, drums etc.)
6. Weight of shipment
7. Volume of shipment, if 750 cubic feet or more
8. Bradford Soap Purchase Order number
9. Date shipment is due at Bradford Soap facility

### **Imported Material:**

For all imported material which Bradford is clearing, our broker is:

J.F. Moran Co., Inc.

Telephone: 401-941-2670

Fax: 401-467-6280

Website: [www.jfmoran.com](http://www.jfmoran.com)

## **Documentation:**

Every shipment *must be accompanied by a packing list:*

**Bradford owned** must include the following:

Bradford IC #  
 Bradford PO #  
 Vendor Name

**Customer Supplied** must include the following:

Customer Name  
 Customer PO #  
 Customer Part #  
 Bradford IC #

The following must be on **all** packing lists:

- Product Description
- Lot #
- Supplier Part #
- Weight (gross-tare-net)
- Number of cases and pack-out
- Number of drums, weight per drum
- Number of cases, number of rolls per case, amount per roll.
- Number of pallets, number of bundles per pallet, amount per bundle
- Pallets should not have mixed lots, however, if there is more than one lot on a pallet, there needs to be a separator and clear markings indicating MIXED LOTS with each lot# and number of bags per lot clearly stated.
- *Units of measure for the above noted*



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When supplying chemicals, solvents, additives, perfumes or colorants, or bulk liquids/oils, the additional information noted below is required:

- Certificate of Analysis
- M.S.D.S (as required)
- Date of manufacture
- Expiration date, if any

Drums must be properly labeled and identified with the Bradford IC #, PO #, Lot # and weight (gross-tare-net).

- Any partial container must be marked with "PARTIAL" so that it is clearly visible.

**Missing paperwork, as noted above, may result in the load being returned at the supplier expense or a chargeback to the supplier of \$50 USD/instance. To ensure paperwork is available to Bradford Soap Receiving, you may also, in addition to sending with the load, send scanned documents to [whreqs@bradfordsoap.com](mailto:whreqs@bradfordsoap.com). The e-mail title should include the supplier name, Bradford PO number and ship date.**

*If you have any questions regarding these requirements, you may contact your respective Buyer or our Logistics Department as noted above.*