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REV	DATE	OWNER	APPROVER	DESCRIPTION OF CHANGES
01	01-MAR-19	Bob Hanson	Matt Peterson	Initial Release
02	01-JUL-19	Bob Hanson	Matt Peterson	Added Allowed Void Fill
03	01-SEP-22	Robert Langham	Troy Isaacs	Revised Complete Manual
04	07- JUN-24	Robert Langham	Troy Isaacs	Updated Logo's and PDS

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All questions about the restrictions set forth in this notice should be directed to the Polaris Trade Compliance Department or the Polaris Legal Department.

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**1. PURPOSE/SCOPE**

These are expectations for delivered products to ensure customer satisfaction.

**2. GLOSSARY**

TERM-SYMBOL- ACRONYM	DEFINITION
PGA	<i>Parts, Garments, Accessories</i>
PDS	<i>Packaging Data Sheet</i>

**3. GENERAL PACKAGING REQUIREMENTS**

Supplier must monitor government and industry regulations, both domestically and international to ensure their packaging meets all applicable regulations – local, state, federal and International – pertaining to dangerous, hazardous and/or toxic material packaging.

Packaging must be designed to prevent damage during handling, storage, and transportation in any orientation. Palletized loads must be able to be stacked 3 high.

All Cartons are to be closed using a minimum of 3” wide packing tape, **NO STAPLES**.

Cartons or Bags depends on what you are supplying. Are you packing fasteners, or metal then think about a small poly bag with a minimum thickness of two mil. If you are supplying fragile, painted or molded in color parts that can be scratched or chipped or flexible parts that can bend and score, then look at a corrugated carton or a hard envelope. Keep in mind that we may combine parts in a carton so we need protection for sharp edges and heavy parts. If you have concerns about the item you are supplying, please contact the Polaris Packaging Engineering Dept and we can make recommendations at [Packaging@polaris.com](mailto:Packaging@polaris.com). Depending on the annual volume of the product your producing, you may be asked to pack the product individually or in bulk.

Beyond information outlined in this document, the most important thing a supplier can do with packaging is to ask: “Does this packaging adequately protect my product so it will arrive to the Polaris CUSTOMER undamaged and in the smallest cube?” For Help, contact us at [Packaging@polaris.com](mailto:Packaging@polaris.com).

**The Supplier is responsible for delivering a damaged free product, in the approved pack including pack quantity and size, on time. Any damaged or defective goods will be the Suppliers responsibility to replace. Any cost incurred by Polaris because of damaged, defective, or improper packaged products will be billed back to the Supplier.**

**4. PG&A PACKAGING DATA SHEET (PDS PAGE 11)**

Polaris PG&A require that a Packaging Data Sheet (PDS) be submitted to Packaging at [Packaging@polaris.com](mailto:Packaging@polaris.com) before you begin production to ensure that the packaging, pack size and quantity meets the PG&A requirements. You will receive the form back either APPROVED or REJECTED. If rejected, you will be told why and asked to make the required changes and re-submit. You will receive an email from POLARIS Reliance notifying you that a PDS form is needed. When you fill out the form, please rename the tab to the part number and delete the other example tabs. Packaging is required for many needs: part protection, transportation, manufacturing, ergonomic and environmental concerns. Polaris's packaging should meet these requirements with packaging that will meet these needs while being 100% recyclable. When you submit the PDS, include a scan of both your part and pallet labels (page 2 of PDS).


**5. LABELS –CARTON, PALLET AND SHIPMENT LABELS**

Suppliers must meet the specific format requirements found in the Supplier Delivery Manual which can be downloaded from the supplier Portal. If you do not have a copy, ask your Polaris Buyer or send a request to [Packaging@polaris.com](mailto:Packaging@polaris.com).

**6. MASTER PACK/PALLET REQUIRED LABELS, IDENTIFICATION AND MARKINGS**

- Polaris Part Number and Description
- Polaris Purchase Order Number
- COO Country of Origin

*Fig 1: Master Pack Label*

(P) Part#	2877321 RZR S COVER	<b>POLARIS</b>
		
(Q)	Qty: 1	
(A) P.O.#	P823815	
		
<div>Vendor: COMMERCIAL SEWING 65 GRANT STREET TORRINGTON, CT 06790</div>		
(COO) Country Of Origin: US		

**7. PG&A PRODUCT LABELS REQUIRED INFORMATION**

- Polaris Part Number Human Readable and Barcoded
- Item Description, Quantity, COO or Country of Origin
- “Polaris” (for PG&A) labels if boxed or bagged, will be applied to the box or bag.
- Labels in a consistent location, not on cosmetic surfaces of the part facing outwards.

Product label specifics:

- Label stock must be white and label dimension is approx. 1 by 3 inches or approx. 80 x 40 mm outside of NA.
- Barcode must be printed in black.
- Polaris Logos must be included at the far left of the label.
- The current artwork for PG&A is “POLARIS” or appropriate brand logo.
- California Prop 65 Warning is added to bottom of label as shown.

**7.1. CALIFORNIA PROPOSITION 65 WARNING REQUIREMENTS**

- The word “WARNING:” shall appear in all capital letters and bold print.
- The warning must contain a symbol consisting of a black exclamation point in a yellow equilateral triangle with a bold outline. Where the label is not printed using the color yellow, the symbol may be printed in black and white. The symbol shall be placed left of the text of the warning, in a size no smaller than the height of the word “WARNING:”.
- The verbiage used after the word “WARNING:” shall state, “Cancer and Reproductive Harm -- [www.P65warnings.ca.gov](http://www.P65warnings.ca.gov)”
- The font size shall be no smaller than 6-point type.
- If consumer information is provided in other languages, the Proposition 65 warning shall be provided in these languages as well.

**8. BARCODE REQUIREMENTS – SEE SUPPLIER DELIVER MANUAL FOR ADDITIONAL DETAILS**

- All bar codes must be submitted two weeks prior to the first shipment for approval.

- Data Identifier Codes - A data identifier code in the first position following the start code of each barcode symbol must be used to identify the information presented. This character should not be included in the human readable line but should be shown directly under or behind the titles for the appropriate data area. It should be in enclosed in parenthesis. The following identifiers are assigned to the required data areas:

P - Part Number, Q – Quantity, A - Purchase Order Number

Code Density and Dimensions - The bar heights should be a minimum id of .250" (6mm). average width of the narrow elements shall be within the range of .013" to .017". The ratio of the wide to narrow elements should be 3:1.

- All bar codes are to meet ANSI standard X3.182 Grade "C" or better.

## 9. PACKING SLIPS

- Each shipment must include a typed packing slip, in English. and must match the BOL.
- For Packing slip content, Please See section 10 of Supplier Delivery Manual:

### 9.1. FRAGILE ITEMS

Windshields, Rear Windows, Door components and any Fragile Items must be packed in individual cartons. Packaging must be designed to allow the part to ship in **any orientation**. **Most Glass will be shipped vertical**, not flat or Parcel. Fragile products must be clearly marked with a graphic icon depicting the fragility of the product.

*Fig 2: Fragile graphic and up-right or vertical shipping orientation on common glass container.*



**Class A Parts** – Class A parts include all parts which are visible on the exterior of a vehicle and/or parts which a rider or passenger can see, touch or feel when operating the vehicle.

- All Class-A parts whether Painted, Coated or Molded in Color shall have a protective layer of material approved for direct contact of surface.
- Approved materials: Clean Guard, Spun bond polyester, HDPE bags. Unapproved materials: bubble wrap, plastic bags, paper-based materials, plastic films. Finished part must be tightly wrapped in an approved material to minimize movement of the material against the finished surface.

# 10. **PACKAGE TESTING REQUIREMENTS**

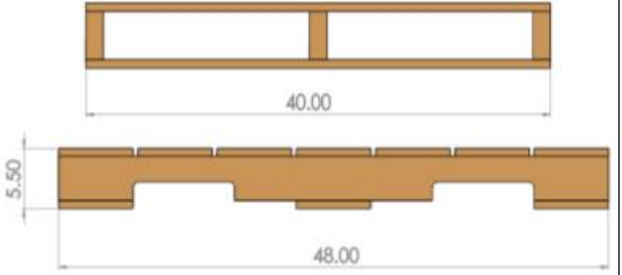
- All inbound packages are to be tested to ensure that the products will arrive damage free to the Polaris **end customer**. The preferred shipping method is Parcel.
- Testing can be done either at a lab or in your plant. For parts that weigh 50 lbs. or less or the Dim weight is < 165, the testing required is the ISTA-3A for parcel shipments. For weight over 50 lbs. or Dim weights ≥ 165, the required testing is ISTA 3B or National Motor Freight Item 180 for LTL shipments.
- Whether you perform testing in-house or hire it done, you, the supplier is responsible for any damage that occurs until delivery to the Polaris End customer.

# 11. **PG&A STANDARD PALLET REQUIREMENTS (PALLETS MUST MEET ISPM-15 REGULATIONS)**

- PG&A Approved Shipping Method is palletized or parcel unless prior approval is granted. Approval for inbound freight must be obtained from [LogisticSupport.PGA@polaris.com](mailto:LogisticSupport.PGA@polaris.com).
- Each pallet shall be a 48 x 40 inches, flush, four-way entry stringer pallet in excellent condition and shall comply with GMA Standards, 'Grade B' or better.

**Alternative pallet materials** - must be approved by PG&A by emailing [Packaging](#).

*Table 1: GMA pallet specifications, 48 x 40 inches*

MINIMUM STANDARD	EXAMPLE
Minimum Stringer = 1.375- x 3.5- x 48-inch	
Minimum Deck Board = 5/8-inch thick	
Maximum Deck Board Spaces = 3.5 inches	
Bottom deck board/lead board minimum width = 5.5 inches	

# 12. **MAXIMUM PALLET HEIGHT INCLUDING PALLET AND PRODUCT, SHALL NOT EXCEED 52 INCHES**

**Securing pallet load** - All palletized products must be secured to prevent the load from shifting. Stretch wrapping and/or plastic banding is permitted. **Metal banding or strapping is prohibited.**

# 13. **PRODUCT PALLETIZATION**



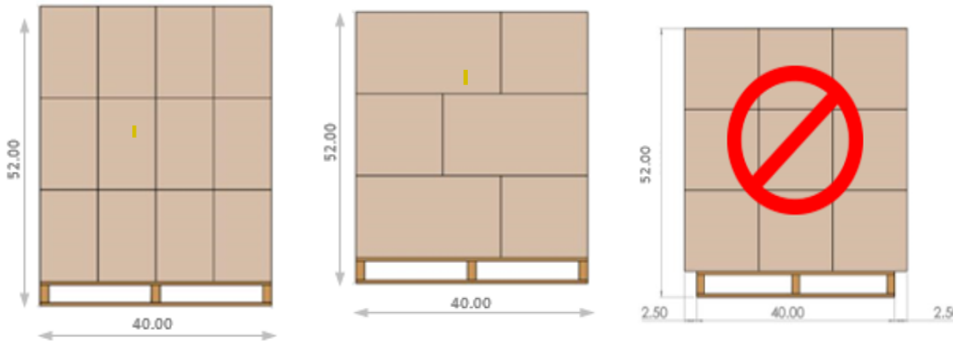
- To maximize stability of pallets, use the stacking methods seen in Fig. 3.
- Product labels/and or shipment/carton labels must face outward.

#### 14. **OVERSIZED PRODUCT REQUIRING NON-STANDARD LOADING AND/OR NON-STANDARD PALLET**

Large product requiring the use of oversized pallets shall be reviewed on an individual basis. Contact [Packaging@polaris.com](mailto:Packaging@polaris.com)

**Column stacked** - Column stacked is the recommended stacking method with interlocked as a less preferred alternative. In No Case is Pallet Overhang Allowed.

*Fig 3: Column (Left) Column Preferred, Center is interlock, Over-Hang, Right, Not Allowed*



#### 15. **APPENDIX**



##### 15.1. **PROTOCOL DETERMINATION**

Outbound goods from the DC's, will generally either ship parcel or LTL to the end customer.

<p>Mode: small parcel Packaged products 50 pounds (22.7 kg) or less or Size Under 108" length or Dim Weight ((length x width x height)/250) of &lt;165" Test procedure: ISTA 3A</p>	<p>Mode: LTL Packaged products over 50 pounds (22.7 kg) or Size Over 108" length or Dim Weight ((length x width x height)/250) of ≥165" Test procedure: ISTA 3B</p>
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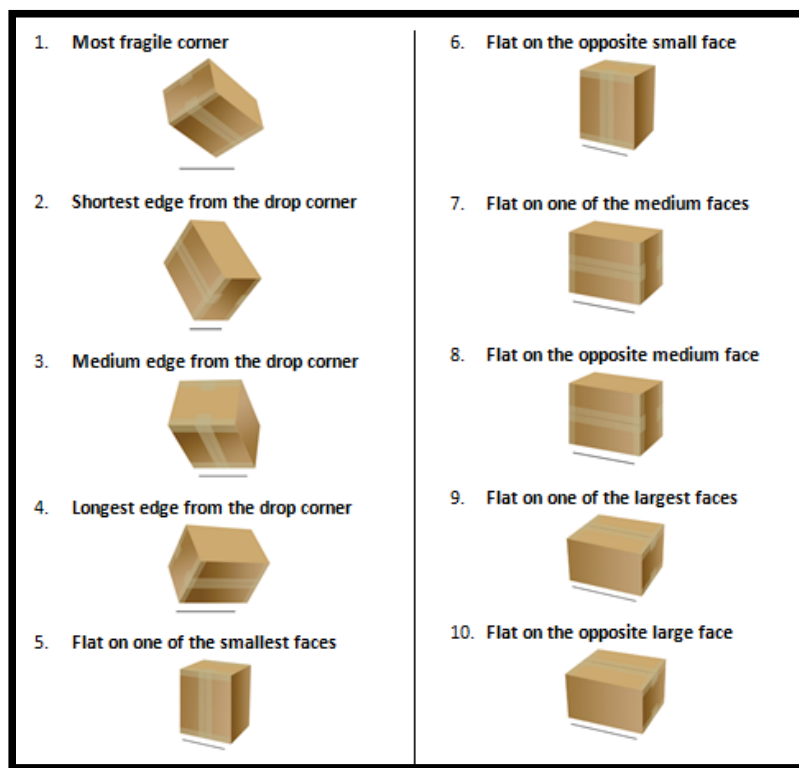
***SUMMARY OF TESTING With PG&A Parcel Weight Requirement of 50 lbs.***

Mode	Test Procedure	Test Description	Equipment Summary
Small Parcel	ISTA 3A	Packaged-Products 50 pounds (22.7kg) or less or Dim weight < 165.	Atmospheric conditioning, compression, fixed displacement or random vibration, shock testing
Less-Than-Truckload (LTL)	ISTA 3B	Packaged-Products over 50 pounds or Dim weight of $\geq 165$ (22.7kg)	Atmospheric conditioning, compression, random vibration, shock testing
Manual handling at consolidation centers; conveyors; brick loaded in all orientations.		Mechanical handling at cross-dock; double stacked; top load is uncertain.	
			

15.2. **PRELIMINARY DROP SEQUENCE – TEST PERFORMED IN SUPPLIER’S WAREHOUSE**



<i>Small Parcel – Free Fall Drops</i>			<i>LTL – Rotational Edge Drops</i>		
<50 lbs.	>50 <150 lbs.	Drop Face	<500 lbs.	>500 lbs.	Drop Face
18/36 in	12/24 in	6 Face, 3 Edge, 1 Corner	9 in	6 in	1 Edge, 1 Corner

Each package must be tested per given drop test sequence. Below is the sequence that must be tested with the same package. The most fragile corner is the start point of the drop test.

*Fig 9: Test sequence***16. PG&A CONTACTS**

Supplier management and packaging	<a href="mailto:Packaging@polaris.com">Packaging@polaris.com</a>
Label testing	<a href="mailto:vermreceiving@polaris.com">vermreceiving@polaris.com</a>
Purchasing	Contact appropriate PG&A buyer
Product development	Contact appropriate Product Lead or Purchasing Lead
Logistics	<a href="mailto:LogisticSupport.PGA@polaris.com">LogisticSupport.PGA@polaris.com</a>
Polaris Logo's	<a href="https://assets.polaris.com/">https://assets.polaris.com/</a> <b>Must Ask your Buyer for Access</b>
COO or Country of Origin Questions	<a href="mailto:TradeCompliance@polaris.com">TradeCompliance@polaris.com</a>

*This space is intentionally left blank*

		PG&A PACKAGING DATA SHEET				Date	Rev. Level:
Section 1: Supplier Information							
Program	Annual Volume	Supplier Name	Supplier Contact	Phone			
Model Yr	Polaris Location	Supplier Shipping Plant Location			Email		
Section 2: Part Information							
Polaris Part Number(s)	Part Material		Part Dimensions (inches)				
			Length	Width	Height		
Supplier Part Name	Part Weight (lbs)						
Section 3: Container Information							
Primary Container							
Expendable or Returnable	Container Type		Container Dimensions (inches)				
			Length	Width	Height		
Parts/Container	Container Weight (lbs, with parts)		Pack Tested and Passed	Yes	No		
Dunnage							
Dunnage Description	Expendable or Returnable		Quantity/Container				
Dunnage Description	Expendable or Returnable		Quantity/Container				
Dunnage Description	Expendable or Returnable		Quantity/Container				
Section 4: Pallet Load Information <u>Maximum Pallet Height 52" without permission</u>							
Expendable or Returnable Pallet	Layers/Pallet		Unit Load Dimensions (inches)				
			length	width	height		
Containers/Layer	Containers/Pallet						
Pallet Type/Description	Lid Type/Description		Stretch Wrap or Banding				
Section 5: Images							
Part	Part in Pack			Unit Load			
Section 6: Polaris Approval Signatures							
Supplier Packaging Engineer	Quality		Materials		Purchasing		
Polaris Packaging Engineer	Vermillion		Wilmington		Fernley		

<b>POLARIS</b>	PG&A PACKAGING DATA SHEET - LABELS Pg 2	Date	Rev. Level:
		1/0/1900	0
Section 7: Part Label			
Section 8: Pallet Label Example			
Section 4: Polaris Approval Signatures			
Supplier Packaging Engineer	Quality	Materials	Purchasing
	#REF!		
Polaris Packaging Engineer	Vermillion	Wilmington	Fernley

[illegible]

**17.     REFERENCES**

None

**18.     END OF DOCUMENT**

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