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## Returnable Packaging Program Guidelines

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- The Returnable Packaging Program is a mutually beneficial program intended to lower the cost of goods to both Magnum Magnetics and the customer by way of reuse and recycling of packaging materials.
- The customer is responsible for assembling the various returnable materials as they are unloaded in process to be shipped back to Magnum Magnetics for reuse on future orders.
- In most cases, involvement in the program will entail return of any PVC cores, side plates, crates, racks, plugs, and skids.
  - Customer should contact their Magnum Magnetics account manager with questions.
  - Customers save on the disposal cost by returning other items including but are not limited to:
    - plain and vinyl-laminated 'scrap'
    - end caps
    - plugs
  - 'Like' returnable packaging items should be packaged together (i.e. same-size side plates, skids, and cores should be packaged together—separate skids for separate sizes).
- The customer should notify Magnum when it has accumulated a considerable amount of returnable material.
  - Customer is responsible for supplying weights of all skids for which Magnum Magnetics will arrange freight.
- Magnum will arrange and cover the cost to ship this material back to its facilities.
- Customer should ship returnable material in such a way that it is easily counted when it arrives to Magnum.
  - If it can not be shipped in a countable manner, customer must provide an itemized list on the BOL/Packing list which includes accurate counts of each part in order to assure accurate receiving.
- Customer should inform Magnum Magnetics if returnable packaging is damaged, destroyed, or lost so Magnum can obtain additional packaging to maintain customer lead times.
  - In some cases, additional charges may be applied for damaged / lost returnable packaging.

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## Returnable Packaging Standard Work

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1. Customer receives product packaged with returnable material and begins to use material.
2. As the operator removes the material from the packaging, returnable packaging is stacked with 'like' items.
  - a. Different parts should be stacked on separate skids. Side plates are color-coded. Customer should ship returnable packaging on returnable skids when available.
  - b. No more than 10 skids per stack.
  - c. No more than 30 side-plates per stack and no more than 6 total stacks per skid.
  - d. Cores should be sent eye-to-the-sky or in a gaylord or similar bin so as to prevent tumbling in transit.
  - e. Magnum can provide bins at no cost upon request to be shipped with a subsequent order.
3. Customer should band, strap and/or shrink-wrap returnable material to secure the freight for transit.
  - a. Assure shrink-wrap is applied thoroughly around the skid as well as the material to prevent sliding.
  - b. Banding in conjunction with shrink-wrapping may be necessary to tie down taller stacks of 15 or more side-plates as they tend to slide more easily due to a smooth contact surface between plates.
4. Once threshold for shipment has been met, Customer should contact Magnum Magnetics to schedule pick-up.
5. Magnum Magnetics will create an RMA (Return Material Authorization) to initiate the return.
  - a. Weight and piece count (if feasible) of each skid must be communicated to the Magnum Magnetics.
6. Magnum shipping will arrange for freight and schedule pick-up.
7. Truck will arrive, pick-up, transport and deliver returnable packaging to Magnum facility.
8. Counts and weights will be verified upon receipt.

### Examples of Acceptable Packaging

