

2018



# Supply Standards

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### What's new in V.3?

- Added in table of contents
- Added in note for FGP suppliers
- Updated bulky/heavy requirements
- Updated pallet requirements



# GPC Asia Pacific Supply Standards

## Welcome!

At GPC Asia Pacific, we are passionate about what we do and strive towards working more collaboratively with our valued supply partners. This document has been prepared to present our key supply chain and packaging requirements in a clear, comprehensive and consistent way. Our goal is to help supply partners proactively avoid issues, prevent costly rejections, reduce end-to-end costs, and improve availability to our shared customers. We want to make supplying product into GPC Asia Pacific as clear and uncomplicated as possible.

## SCHEDULING:

### Delivery Bookings:

Our ability to process Distribution Centre (DC) deliveries in an efficient, safe and cost-effective manner is dependent on suppliers supporting our DC replenishment process. We rely heavily on our supply partners to consistently deliver the products that we ask for, in the quantities we need, at the high standards we expect, on the day and time we have scheduled to receive them.

It is therefore required that suppliers and/or their transport providers pre-book all incoming deliveries into our Australian DC's via our online portal at [www.gpcinbound.com](http://www.gpcinbound.com).

When booking online, the following information must be included to allow our DC's to effectively plan to receive in your delivery:

- Company name
- A contact person and number
- The correct number of pallets
- PO number/s you are delivering.

If your delivery is urgent and there is no immediate available inbound slot, you may contact the DC directly. A list of Inbound contacts for each DC can be found online at [www.gpcinbound.com](http://www.gpcinbound.com)



If any amendments are required for your booking, they can be made via the online portal. Alternatively, you may also contact the DC using the contact numbers found on [www.gpcinbound.com](http://www.gpcinbound.com)

Please note that:

- Vehicles will not be unloaded without a valid booking
- A booking can only be used for a *single* vehicle delivery. If you are bringing in more than 1 vehicle you must notify the DC in one of two ways:
  1. Please input the number of vehicles in the online booking form when booking your delivery
  2. Please email the relevant DC in advance to advise how many vehicles will be arriving
- Deliveries must reflect the correct number of pallets referenced in your booking unless otherwise agreed to prior with the DC.

### **Timeslot Adherence:**

Adherence to the booking timeslot is paramount to both DC Operations and product availability for Customers.

Vehicles arriving outside of the scheduled timeslot for their associated PO's, may be turned away and directed to reschedule. Like any facility with very high traffic volume, it is only possible to manage our DC volume safely and efficiently when traffic flow is closely managed in line with available resources.

For both DC Operations and Supplier Performance calculations, a vehicle is classed as "On Time" when it arrives:

- no earlier than 30 minutes prior to the scheduled timeslot AND
- no later than 30 minutes after the scheduled timeslot (a call must be placed to the DC to advise if you will be arriving post your booked time)

There is a 60 minute delivery window within which vehicles must present at the DC. A site's capacity to accept vehicles outside of this window cannot be guaranteed and a decision on whether a particular early/late load can be accommodated will be made at the discretion of the DC Inbound/Operations team who reserve the right to refuse to unload.



## DOCUMENTATION

### Delivery Documentation:

Deliveries into the GPC Asia Pacific DC network must always be accompanied by the appropriate paperwork.

For the vast majority of products and channel types, a DC will require only the following documents:

- Two copies of the Invoice/Delivery Docket
- Two copies of the Pallet Docket (with the applicable GPC Asia Pacific DC listed as the Receiver)

Additional paperwork (eg. driver's run sheets, manifests, pick/pack lists) will generally not be required and can introduce delays to the receiving process: in the interests of a simple, efficient process, please limit paperwork to the essential items and please do not seal envelopes, where used.

Some additional documentation will be required for Dangerous Goods, International Containers, Cross-Dock loads and Chain of Responsibility.

**\*\*NOTE for all Suppliers on the Factory Gate Program (FGP)** – please ensure that the Purchase Order number/s is referenced on your Consignment note/s so that GPC Asia Pacific is able to retain visibility of your order/s throughout the Supply Chain.

### Hazardous / Dangerous Goods:

Suppliers (or their transport provider as nominee) are responsible for compiling and providing any required Dangerous Goods information/documentation for each inbound delivery.

A Safety Data Sheet (SDS) must be sent through to the Category Manager before the first delivery of any new dangerous goods product (after which they will be kept on file on the GPC intranet for reference).

Please confirm with the product SDS whether the goods require any special packaging / handling / labelling.

Any additives on the parts or within the package for temporary corrosion inhibition must be approved prior to usage by GPC Asia Pacific. Any corrosion inhibiting measure must be compatible with mating assemblies if the additive is to remain on the part.





All goods that are classified as hazardous for transport must be labelled with the corresponding warning label. Please check with your local authorities for full transport label, packaging and documentation requirements before distributing these to AU or NZ.

Please note that dangerous goods must be transported according to all relevant legislation for each jurisdiction you are transporting in.

## SAFETY

### Site Safety Rules:

For their own safety and the safety of others, all visitors, contractors and drivers entering a GPC Asia Pacific Distribution Centre (DC) are required to:

- Observe all site speed limits
- Observe traffic management, flow paths and designated unloading zones
- Ensure vehicles are parked in designated areas and immobilised when required (eg. during unloading)
- Wear appropriate safety garments/PPE
- Adhere to designated driver safety zones (where applicable)
- Observe designated pedestrian walkways
- Abide by all site policies including drug/alcohol policy, smoking policy, mobile/personal devices policy etc
- Follow lawful instructions given by authorised DC team members
- Report all identified hazards, incidents and near-misses to DC team members
- Avoid abusive or uncooperative behaviour toward team members or other drivers/contractors on site
- Be trained and competent in all high-risk driving activities (ie. coupling/uncoupling, load restraint)
- Demonstrate compliance to COR/HVNL requirements eg. rest breaks, driving hours, fatigue management

In the rare event that a driver's behaviour is unacceptable and does not meet the standard outlined above, the relevant carrier or transport company will be advised, and the driver may not be permitted to remain on - or return to - the site. Any associated receipt in progress is likely to be abandoned and the vehicle directed from site, or alternative arrangements initiated between the DC, supplier and carrier.



Please note that children under 15 years are not permitted on DC premises. Passengers are generally not permitted, with the exception of authorised drivers-in-training. Site requirements apply to passengers as per drivers, including those regarding safety clothing and footwear, conduct and behaviour.

### Personal Protective Equipment (PPE):

To manage the risk of serious injury, it is a condition of entry to all GPC Asia Pacific Distribution Centres that drivers, contractors or visitors wear appropriate Personal Protective Equipment (PPE) at all times.

At minimum, PPE must include:

- High-visibility safety vest (or jacket), fastened for 360° visibility
- Flat-soled, fully-enclosed, steel-capped Safety shoes/boots within operational areas - including all driver areas
- Flat-soled, fully-enclosed, non-steel-capped shoes/boots are permitted for non-operational areas and walkways only

Where a driver arrives at site without appropriate PPE, the vehicle will not be unloaded, and any associated purchase orders will need to be rescheduled through our online booking system.

## PACKING REQUIREMENTS

### Trade Unit Condition & Suitability:

GPC Asia Pacific is a signatory to the Australian Packaging Covenant (APC) and it is requested that suppliers provide product packaging in-line with the principles of the APC.

- **Fit-for-purpose:** Packaging should be designed to meet market and consumer needs, while minimising net impact in a cost-effective way.
- **Resource efficiency:** Packaging should be designed to minimise the use of materials and other resources without compromising product quality and safety.
- **Low-impact materials:** Packaging should be designed to minimise the environmental and social impact of materials and components. Materials should be selected on science and incorporate a whole-of-lifecycle approach.
- **Resource recovery:** Packaging should be designed to maximise its potential for recovery and recycling and to minimise the environmental and social impacts of its disposal.





Product will not be accepted if it exhibits signs that:

- The product is likely to be unsaleable
- The product is likely to be unsafe
- The trade units are wet, moisture-affected or unsanitary
- The trade units cannot be handled safely
- The trade units are over acceptable weight limits without being appropriately labelled
- The trade units cannot be identified and/or do not carry acceptable barcodes
- Multiple trade units have open flaps or open perforations
- The trade units are leaking or the trade units are crushed (beyond a reasonable degree of non-critical compression)
- It does not meet required labelling standards as set out in this document

### **DC Delivery Packing Requirements:**

- All Inner & Outer cartons must be full. Do not ship any carton less than 100% capacity without permission from the Supply Chain team at GPC.
- Do not mix any products in cartons.
- All Carton markings / barcodes should be visible from the pallet edge.
- Do not pack one SKU across multiple pallets except where quantity exceeds full pallet
- Where multiple SKU'S appear on the one pallet, they must be visibly separated ie, by cardboard, slip sheet, etc...
- Only one Purchase Order (PO) should be packed to each pallet. If delivering multiple PO's during one booking slot, all PO's must be on their own pallet and clearly identified. An exception will be made for smaller quantity PO's that can be collated to fit on one pallet, however it is imperative that they are clearly segregated and labelled accordingly.
- Part numbers must be printed on all pickable cartons/units
- All cartons must have a barcode and a part number on them that is human readable ie. SB10



## Palletisation Recommendations:

GPC Asia Pacific has in place a pallet-hire-transfer arrangement in Australia and can transfer pallet-hire liability according to these arrangements for pallets that meet the required standard. An example of a company that produces acceptable pallets for hire in Australia is Chep or Loscam. GPC Asia Pacific's preferred choice of pallets for transfer pallets is Loscam.

Please refer to our Equipment Policy found online at [www.gpcinbound.com](http://www.gpcinbound.com) for further details on pallet transfers. GPC Asia Pacific recognises the Effective Transfer Date of equipment as the date of delivery into the designated GPC Asia Pacific DC.

All pallets must be ISPM-15 compliant & in good condition (<http://www.agriculture.gov.au/import/goods/timber-packaging/ispm-15>)

Other than fumigated wooden ISPM-15 pallets, please seek approval from the Supply Chain team to use any other material (e.g. plastic / metal) to build pallets.

### **For transfer into Australian DC's the following pallet specifications must be met:**

- Australian Standard Pallet – square, with dimensions of 1165 x 1165mm x 150mm and in good condition (AS4068-1993)
- Maximum height of 1460mm & no more than 1000kgs including pallet

### **For transfer into New Zealand DC's the following pallet specifications must be met:**

- Standard Euro Pallet – 1200 x 1000 X 140mm and in good condition
- Maximum height of 1460mm & no more than 1000kgs including pallet
- Applies to both local NZ supply and Australian secured goods for NZ.

The criteria apply for Standard pallets entering the GPC Asia Pacific DC network:

- All boards intact and secured to bearers; lead boards flush with bearer ends
- No broken, cracked, loose or missing boards and without any protruding nails
- No signs of decay due to weather conditions
- Free from foreign objects: soil, oils, chemicals, powders or other contaminants.



## Stretch-wrap:

GPC Asia Pacific does not stipulate that every inbound pallet be stretch-wrapped (the requirement is instead that every inbound pallet must be made safe, stable and secure), but where pallets are being wrapped, this must be done in a safe, compliant and consistent manner.

GPC Asia Pacific permits standard, **clear** stretch-film wrap for most applications.

Please note that it is **not** permissible to use **black or opaque film to wrap pallets**, as this prevents visual identification of the product, scanning of the trade unit GTIN barcodes, and verification of supplied quantities and packaging quality.

It is also not permissible to use other materials to wrap pallets

Please ensure that all pallet wrapping:

- is firmly secured: no loose, unsecured wrap or trailing wrap “tails”
- is applied in a sufficient number of passes to hold all trade units within the pallet and help to prevent lateral movement, load shift or collapse
- anchors the product to the top 30-50% of the timber pallet
- is at the correct tension to maintain stability without damaging product
- is applied to the pallet before pallets are labelled (to ensure SSCC labels are not obscured)

Where strapping is required, please ensure that it is rated appropriately and applied in the correct consistency to allow the product to travel safely and intact through the supply chain without causing excessive compression and crushing to the product or cartons.

## Stacking Product on Pallet:

Pallet configuration (how boxes are stacked on the pallet) should optimise pallet space and as a result, improve supply chain efficiencies by maximising the number of cartons held on a pallet; hence less pallet storage space would be required and transport costs reduced.

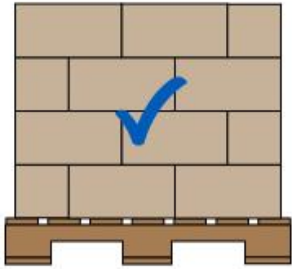
It is imperative that no product overhangs the pallet.

Ideally, the optimum pallet-stacking configuration should be printed on the top of the carton. Each layer should face the opposite direction to the one before to provide extra stability. An unsteady pallet of stock can pose a huge safety risk to anyone handling it, and restacking costs for unsafe pallets will be recovered from the Supplier.



Where practicable, Product Codes or Barcodes should be clearly visible and face the exterior of the pallet.

**Figure 1: Multi-directional pallet stacking**



## LABELLING

### Mandatory Retail Labelling:

In addition to the barcode, GPC Asia Pacific requires on every product your company's **product number** (part no.) and **description** (and warning labels if applicable).

If you supply the same part number to more than one company within the group and if the physical and packaging attributes are different then two unique part numbers should be assigned to the products and the same part no must not be assigned to the product.

The part number should be the same as the one that is displayed or printed on the outer or inner and the same as the one that GPC Asia Pacific use to order the stock from you. The description should be detailed and include any variant in the product such as colour, shape or size.

For example, if you supply generic items like shifters and they are in a set, additional information is required in addition to the basic description such as "Shifter Set". Additional information must include the sizes, the quantity of Shifters in the set, and even include extra information that describes the product in more detail, such as the composition of the shifters and any additional products attributes if there is more than one set of shifters.

If the retail unit has a gross weight over 10 kg, or is greater than 0.125 in volume, then warning labels must be included in the packaging design. The product manufacture dates, expiry dates and batch numbers are to be clearly indicated on a label that needs to be affixed to each trade item.

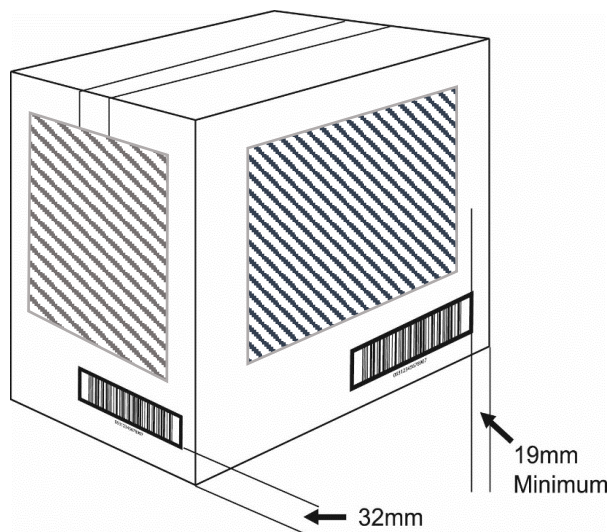





**Outer Carton Markings (applicable to both Domestic & Overseas suppliers):**

Each Outer Carton must include the following carton mark labels either printed directly onto the box or A4 labels and where possible, exposed to the outside of the pallet.

(A5 labels will be permitted only when carton is smaller than 400mm high)



SUPPLIER:	XXXXXXXXXXXXXXXXXX
CONSIGNEE:	GPC ASIA PACIFIC
WAREHOUSE:	BRISBANE, QLD, AUSTRALIA
PO:	840258565896
GPC P/N:	A0097495
SUPPLIER P/N:	29-MRXP1260
DESCRIPTION:	WORKPLAMP 12 LED
TOTAL INNER CTNS:	_____ ctns
TOTAL QUANTITY:	_____ units
GROSS WEIGHT:	_____ kgs
CARTON DIMENIONS	_____ x _____ x _____ cms
CARTON NO:	_____ of _____



**Additional Retail Labelling:**

Other labelling requirements are any regulatory requirements. This may include, but not limited to, Dangerous Goods diamonds stating the relevant UN IMDG number and directions or medical and environmental advice.

All products supplied to GPC Asia Pacific must comply with all relevant Commonwealth and State legislation including the relevant product safety and information standards. To find out about product safety and information standards refer to the appropriate Australian State and Commonwealth government departments. It must be emphasized that any “claim” on the product is to be supported by the appropriate facts.

All products supplied for distribution in New Zealand must comply with all relevant New Zealand legislation including the relevant product safety and information standards. To find out about product safety and information standards refer to the appropriate government departments.





## Non Retail Unit Labelling:

Human readable (as opposed to machine readable e.g. barcodes) information on trade units must be in English.

The following requirements must be printed (not handwritten) on at least two adjacent sides of every level of trade item packaging:

- Product description (includes product, variant & size as printed on the retail unit)
- Supplier part number (as printed on the retail unit)
- GPC Asia Pacific part number (if provided)
- Dates of expiry or best before (if applicable)
- Supplier details and/or Brand name
- Quantity of retail units within. (This is to be done at each level of packaging)
- Total gross weight of the trade item
- Warning and advisory symbols or labels if applicable
- Hazardous labelling if applicable
- Any ambient product holding temperature

In addition, the following is a value-add to be printed on the non-retail unit:

- The optimum pallet stacking configuration on the top of the trade item (outer only, if applicable)
- Recycling logo (if applicable) to assist with disposal

## Warning Labels:

Warning labels must be placed on as many sides as practical (at least two adjacent) of the package, preferably with one of the labels positioned within 10cm of the gross weight information, so team members can assess the risk of moving the load. Ideally, they should also be placed close to the barcode however must not interrupt the quiet zone of the barcode itself.

The size of warning labels should always be larger than a standard business card and aim to be as large as practical. Warning labels should be located in a clear position on the package which:

- Does not bend the labels over the edges of the package.
- Does not place the labels over seams, closures or sealing tape.
- Does not cover over the barcodes or other labelling.



The label can be a black and white sticker or incorporated into the packaging design as a preprint. If black text does not provide a contrast to the package, an alternative colour must be used. GPC Asia Pacific Group prefers fluorescent colours to be used wherever possible.

### Bulky/Heavy Items:

Manual handling of heavy and bulky merchandise has been identified as a high-risk activity in the industry. To reduce this risk these guidelines apply for managing heavy & bulky products that arrive into a GPC Asia Pacific DC.

Definitions:

- **Heavy** products are individual items weighing 10kgs or more
- **Bulky** products are greater in size than 0.125 cubic metres or 125 litres (approximating measurements of 0.5m x 0.5m x 0.5m).

The size and weight icons will use the design elements outlined in Table 1.


Bulky Icon will apply to items measuring 0.125 cubic metres or greater in size and weighing less than 16kgs.

Where products are bulky but weigh 16kgs or more, the appropriate Heavy Weight Icons are used in place of the Bulky icon.




**Note:** *If you have a Very Heavy product, consider multiple packages.*

No outer carton should weigh above 35kgs to comply with OH&S in AU / NZ without prior approval from the Supply Chain team.

**Table 1: Heavy item marking**

Applies To	Description of Requirement	Icon Example and Wording	
<b>Bulky - Greater than 0.125m<sup>3</sup> and less than 16Kg</b>	A label (including icon) must be displayed on 2 adjacent sides. Where handles are provided, include 'THIS WAY UP' indicators to assist effective handling of the item.	WARNING: <b>BULKY</b>  Consider mechanical aids or team lift	



<p><b>16 Kg &gt;= 10 Kg</b></p>	<p>Heavy</p>	<p>Warning: <b>HEAVY</b> Use proper techniques</p>	
<p><b>55Kg &gt;=17kg</b></p>	<p>A label (including icon) must be displayed on 2 adjacent sides of the product/packaging. Includes when item is in supply chain and/or merchandised in store.</p>	<p>WARNING: <b>VERY HEAVY</b> 55Kg &gt;=17Kg Consider mechanical aids or team lift</p>	
<p><b>&gt; 55 Kg</b></p>	<p>A label (including icon) must be displayed on 2 adjacent sides of the product/packaging. Includes when item is in supply chain and/or merchandised in store.</p>	<p>WARNING: <b>EXTREMELY HEAVY</b> &gt; 55 Kg Use mechanical lift</p>	

## NEW PRODUCTS & SUPERSESSIONS

### New Product Introduction Process:

A new product is any part or item with a new product code and includes supersessions.

All products that are new to the GPC Asia Pacific must be segregated and have a label on the pallet stating ‘NEW LINE’ for the first delivery into each DC. This will then flag standard compliance checking processes and procedures.

All products that will be ranged and that require a representative sample, need to be sent in the packaging that the product will be supplied to, to the GPC Asia Pacific Group and must contain all relevant barcodes at all levels starting from the lowest level which is the consumer Point-of-Sale and then the inners and outsers.

A sample of the carton that the stock will be packed in must also be included. If an actual sample cannot be supplied, then photos or artwork of the product and the cartons with the appropriate GTIN in a scannable format may suffice.

All product barcodes and trade unit barcodes require a barcode verification report from GS1. The actual product (just packaging if the barcode is not attached to the product) and the trade unit sample will need to be provided to GS1 in order to obtain this.



## Product Master Data:

All products supplied to GPC Asia Pacific require specific data to be able to order, store, pick, transport, merchandise, & sell product. The following information required by GPC Asia Pacific is mandatory and includes the following but is not limited to:

- GTIN (Barcode numbers) for each level of packaging
- Product Description and Supplier Part number. These can be part of the Human Readable Interpretation provided in addition to the printed barcode to identify the product
- Quantity of retail units in each level of packaging
- Cubic dimensions (**Length, Width and Height**) and the **Weight** of each level of packaging (retail unit, inner, outer, layer and pallet). Please measure these as accurately as you can, so that they reflect the actual physical dimensions of the cartons and state the unit they have been measured in, for example centimetres.
- The minimum quantity that can be ordered and any rounding to lower or higher quantities
- Pricing by Global Location Number, trading terms, rebates, etc.
- If the products being supplied to GPC Asia Pacific are Dangerous Goods or if they are Hazardous substances, they will require a Safety Data Sheet (SDS). The SDS needs to be supplied to GPC Asia Pacific along with the Australian Centre for Occupational Health and Safety (ACOHS). A number is issued by the Australian Centre for Occupational Health and Safety once the SDS is loaded on their website. Email the electronic copy to: [reviewmsds@acohs.com.au](mailto:reviewmsds@acohs.com.au).

*Note: When filling in the form provided by GPC Asia Pacific, if no Inner exists, package data is put against the Outer only. If no Outer exists, package data is put against the pallet only.*

The data and the samples are required by GPC Asia Pacific before the first order is placed this will ensure that all the relevant Master Product data issues are verified and validated in the Product Master Data management system. Products cannot be received into GPC Asia Pacific DCs before the data is loaded into GPC Asia Pacific Master Product Data management systems.

Most of the data will be included in the New Line spreadsheet that the Category Manager will provide you with, but you may need to supply supplementary spreadsheets or word documents for documents such as the SDS and the artwork or photos of the packaging.



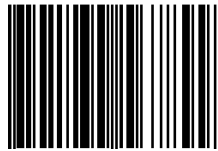


# BARCODES

## Barcodes:

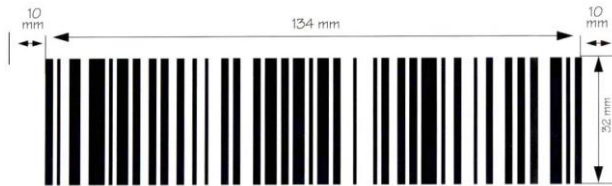
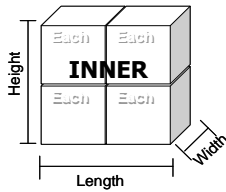
Please see below instructions detailing the exact GS1 ([www.gs1.org](http://www.gs1.org)) requirements for all packaging barcodes & carton markings. If you require any more information, please feel free to contact one of the Supply Chain team here at GPC.

- Each retail item must have at least 1 GTIN-13 (EAN-13 Barcode) attached to it.
  - Minimum 80% - Maximum 200% magnification accepted
  - 100% Magnification is (37.29mm x 25.93mm)



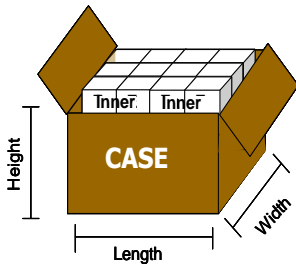
**9 31199 8756994**

- Each Inner Carton must have a GTIN-14 Barcode attached to it
  - Minimum 50% magnification (minimum height is 32mm)
  - 100% Magnification is highly recommended if carton dimensions allow.
  - Minimum 2 barcodes per carton on different sides.



**1 931199 8756991**

- Each Outer Carton must also have a GTIN-14 Barcode. (This is different GTIN-14 to the inner carton)
  - Minimum 2 barcodes per carton on different sides.
  - Either use the bottom of the carton label (see below), or separate barcode label.



**2 931199 8756991**





### **Barcode Requests:**

- Suppliers that provide EAN's & GTIN's.  
Please ensure these are provided to the Supply Chain team before the next order. If you change any dimensions or weights, please let us know in writing.
- Suppliers that use GPC's EAN's & GTIN's (by prior agreement only).  
Please email the Supply Chain team with inner & outer carton dimensions for each part number & we will provide these by return. Do not dispatch any orders without confirmation of barcodes.

### **Appendices:**

- 1) Packing Checklist for your records
- 2) Carton Markings Template for all Outer / Shipping Cartons.
- 3) Acceptance of GPC Asia Pacific's Supply Standards



## Packing Checklist:

Packing Checklist	YES	NO
All products are the same SKU		
All retail items are barcoded (EAN-13 spec)		
All inner cartons are filled to maximum capacity		
All inner cartons are barcoded (GTIN-14 spec)		
All outer cartons are filled to maximum capacity		
No outer carton is more than 35kgs Gross Weight (unless approved by GPC)		
Are all outer cartons barcoded (GTIN-14 spec).		
Each outer carton has at least 2 Carton Mark Labels		
Pallet meets either Australian or New Zealand specifications (as applicable)		
All outer carton labels are visible from pallet edge		
Pallet is under 1.46m high from floor		
Pallet weighs under 1,000 kgs including pallet		



**Sample Label:**

**SUPPLIER:** xxxxxxxxxxxxxxxxxxxxxxxx  
**CONSIGNEE:** GPC ASIA PACIFIC  
**WAREHOUSE:** BRISBANE, QLD, AUSTRALIA  
  
**PO:** 840258565896  
**GPC P/N:** A0097456  
**SUPPLIER P/N:** 28-MNOP1234  
**DESCRIPTION:** WORKPLAMP 12 LED  
  
**TTL INNER CTNS:** 8 Ctns  
**TTL UNITS:** 24 Units  
**GROSS WEIGHT:** 12.5 Kgs  
  
**CARTON DIMS:** 60 x 40 x 30 cms  
**CARTON NO:** 1 of 2





Dear GPC Asia Pacific Supply Chain Team,

I, \_\_\_\_\_, of company \_\_\_\_\_,

confirm that we understand & agree to GPC's Supply Standards as above. We will adhere to these requirements for all orders going forward, unless prior agreement in writing by a member of the GPC Asia Pacific Supply Chain team.

Thanks,

SIGNATURE:

PRINT NAME:

TITLE:

DATE:

COMPANY STAMP: