PT. Inax Furniture

Revision	Originator	Approver	Release Date	Effective Date
Initial Brian E. Tudor		Brian E. Tudor	26-Feb-04	26-Feb-04

1.   PURPOSE

The purpose of this document is to provide vendors and WSI personnel with the process for developing and approving container/trailer load plans using container loading software.

2.   APPLICATION

This process currently applies to all furniture vendor-loaded sea containers and trailers. This process does not cover Third Party Consolidators and Trans-Loaders at this time. However, the basics of this process may be used by various organizations within WSI for products other than furniture.

3.   SOFTWARE

It is preferred that all vendors use TOPS Engineering Corporations Maxload-Pro loading software. Contact info: www.topseng.com

It is anticipated that the use of the Maxload-Pro Software will become mandatory for all furniture vendors in the future. In the event that the Maxload-Pro Software is not used, all requirements of this process must still be met, except for the exported data generated by the Maxload-Pro Software.

4.   DEFINITIONS & ACRONYMS

40GP	**40-Foot Standard (General Purpose) Dry Container**
40HC	**40-Foot High Cube Dry Container**
45HC	**45-Foot High Cube Dry Container**
PB	**Pottery Barn**
PBK	**Pottery Barn Kids**
PBT	**Pottery Barn Teen**
HE	**Hold Everything**
WS	**Williams-Sonoma**
CH	**Chambers**

5.   STANDARD CONTAINER SIZES

Use the following dimensions for calculating loadability if you do not have specific dimensions for containers from specific carriers:

Container Type	Length	Width	Height
40GP	473.8 in. (12035 mm)	92.5 in. (2350 mm)	94.2 in. (2393 mm)
40HC	473.8 in. (12035 mm)	92.5 in. (2350 mm)	106.2 in. (2697 mm)
45HC	533.7 in. (13556 mm)	92.5 in. (2350 mm)	106.2 in. (2697 mm)

6.   KEY DATA:

It is critical that the following information be included in order to approve a load plan:

- Carton Style
- Carton Dimensions in inches and millimeters
- Gross Weight in pounds and kilograms
- Carton Opening
- Up-Arrow Orientation
- Corrugation Direction

This information must be communicated as a part of the e-mail or in a separate attachment (a drawing would be acceptable).
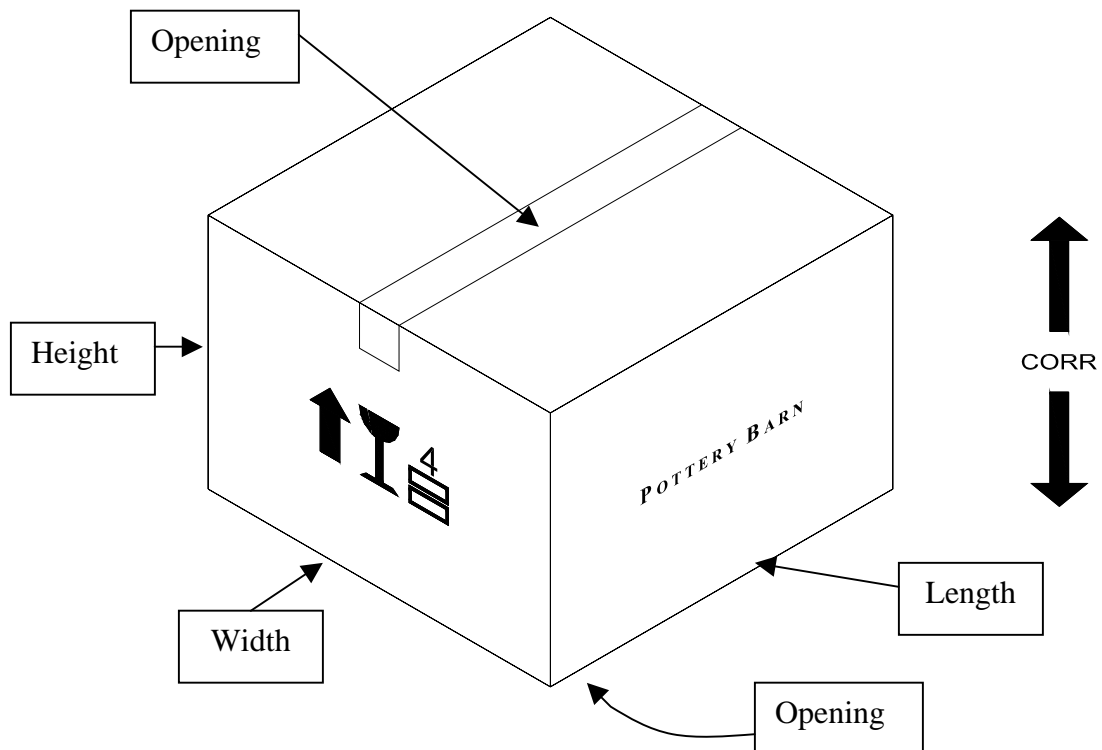
Example:

Carton Style: RSC
Carton Dimensions: 24 x 24 x 24 inches
Carton Dimensions: 610 x 610 x 610 mm
Gross Weight: 45 lb.
Gross Weight: 20.5 kg

Load Plan Development and Approval Process

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                            ┌─────────────┐
                            │    START    │
                            └──────┬──────┘
                                   │
                                   ▼
                   ┌───────────────────────────┐
                   │          STEP 1            │
                   │      Vendor develops/      │
                   │   redevelops load plan     │◄──────────────── NO
                   │     using Maxload/Non-     │                   │
                   │      Maxload Software      │                   │
                   └─────────────┬─────────────┘                   │
                                 │                                  │
                                 ▼                                  │
                   ┌──────────────────────┐       ◇                 │
                   │        STEP 2         │      ╱ ╲                │
                   │   Vendor Submits Load │    ╱ STEP 3 ╲           │
                   │   plan to Packaging   │──▶│  Load Plan  │───────┘
                   │    Engineering for    │    ╲ Approved? ╱
                   │   Approval (via Agent)│      ╲       ╱
                   └──────────────────────┘        ◇
                                                    │
                                                   YES
                                                    │
                                                    ▼
                                       ┌──────────────────────┐
                                       │        STEP 4         │
                                       │  Pkg Eng Responds to  │
                                       │  Agent/Vendor.  Load  │
                                       │  plan copy stored on  │
                                       │        server         │
                                       └───────────┬──────────┘
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                                                   ▼
                                       ┌──────────────────────┐
                                       │        STEP 5         │
                                       │     Pkg Eng forwards  │
                                       │  copy of approved load│
                                       │ plan to Transportation│
                                       │   and DC Management.  │
                                       └───────────┬──────────┘
                                                   │
                                                   ▼
                                            ┌─────────────┐
                                            │     END     │
                                            └─────────────┘
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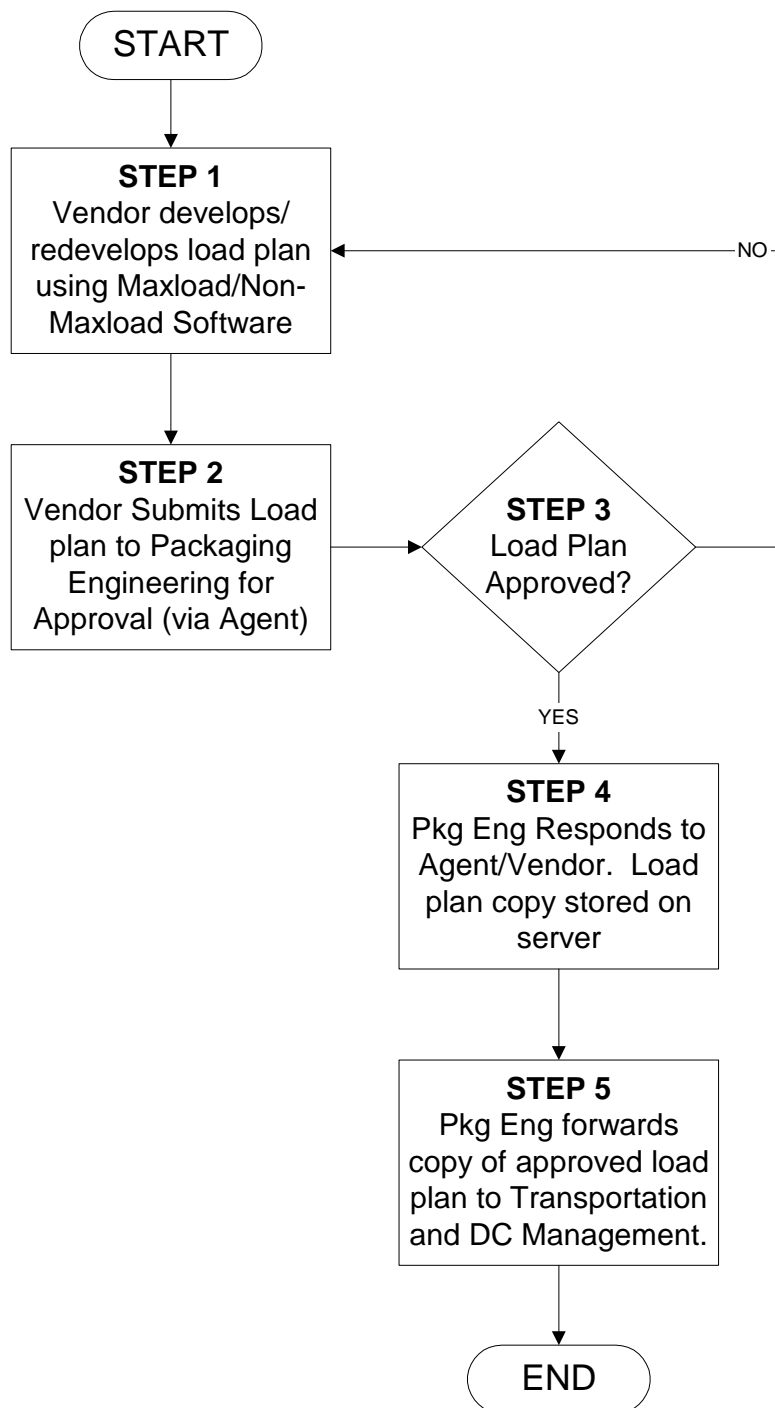
Figure 1. Load Plan Development and Approval Process

6.1. Step 1 Load Plan Development

Create load plans for 3 container sizes, 40GP, 40HC, and 45HC. Save load plans in the Maxload-Pro Software/Non-Maxload Software using the following file format:

All Applicable SKU's, Concept, Product Name, Vendor Name, Container Type, Quantity

Examples:
1234567, PB, Dining Table, Vendor-ABC, 40GP, qty 72
1234567, 987654,0101010, PBK, Kids Chair, Vendor-XYZ, 45HC, qty 144

6.2. Step 2 Load Plan Submittal

6.2.1. Maxload-Pro Users

a) Open each file individually, and create Adobe Acrobat PDF files of each load plan. For Maxload-Pro, Use the Multi-Print Command. In the **Print List** field, select the "Load", and "By Placement". In the **Print Type** field, select "Solid Color". In the **Container** field, select "Current". Save the Files using the same file-naming format as shown in Section 6.1.
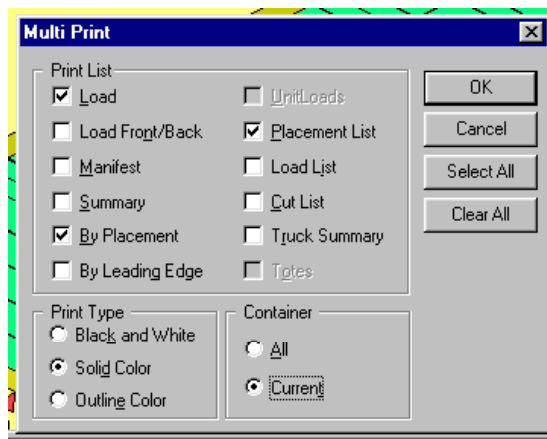

Figure 1. Multi-Print Screen

b) In the Maxload-Pro Software create a MFT File for each load plan by using the Tools pull-down menu and selecting "Email MFT". For now e-mail these files to yourself. This action will create a TXT file.

c) Once you have created all 6 files, email all the files to an appropriate Packaging Engineer for review. You should have 3 PDF and 3 TXT files.

6.2.2. Non-Maxload-Pro Users

a) Submit all load plans using Adobe PDF, JPG, TXT, or other standard file types. It must be clear that on how the container is to be loaded. For example, it must detail the step by step loading procedure if it is not clear how to accomplish the load from a full container load diagram.

b) The File naming format shall be the same as indicated in section 6.1.

6.3. Step 3 Load Plan Review

Packaging Engineer Reviews Load Plan. If the load plan is approved continue to Step 4. If not, WSI Packaging Engineering will communicate to Agent/Vendor to revise the load plan and re-submit for approval.

6.4. Step 4 Load Plan Approval and Filing

6.4.1. Engineer communicates via e-mail to the Agent/Vendor that the load plans have been approved.

6.4.2. WSI Internal Storage:

The load plans, both PDF and TXT files, are to be stored electronically on the server under a folder with the name of the product.

Domain: WSGC

Server Path: Ihfile2/Shared/Supply Chain/Quality Assurance/Container-Trailer Load Plans

6.5. Step 5 Load Plan Internal Communication

The last Step of the Approval Process is to have the Packaging Engineer forward a copy of the approved load plans to Transportation and DC Management.
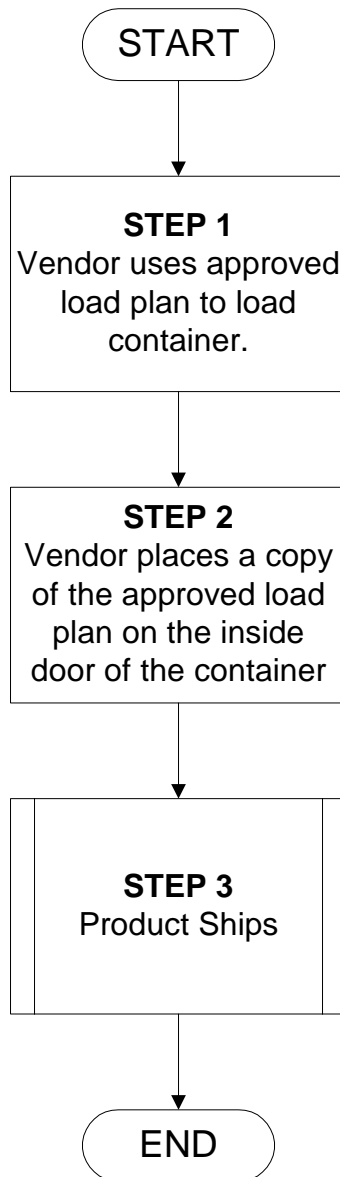
7. LOAD PLAN USE PROCESS

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                    ┌─────────────┐
                    │    START    │
                    └─────────────┘
                           │
                           ▼
                 ┌───────────────────┐
                 │      STEP 1       │
                 │ Vendor uses       │
                 │ approved          │
                 │ load plan to load │
                 │ container.        │
                 └───────────────────┘
                           │
                           ▼
                 ┌───────────────────┐
                 │      STEP 2       │
                 │ Vendor places a   │
                 │ copy              │
                 │ of the approved   │
                 │ load              │
                 │ plan on the       │
                 │ inside            │
                 │ door of the       │
                 │ container         │
                 └───────────────────┘
                           │
                           ▼
                 ┌─┬─────────────┬─┐
                 │ │   STEP 3    │ │
                 │ │ Product     │ │
                 │ │ Ships       │ │
                 └─┴─────────────┴─┘
                           │
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                    ┌─────────────┐
                    │     END     │
                    └─────────────┘
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Figure 2. Load Plan Use Process

7.1. Step 1 Load Plan Use

Loading personnel shall have copies of the approved load plans during the loading process for reference. Load container **exactly** according to the approved load plan. To avoid confusion, do not reverse or mirror the actual load plan. The actual load plan must resemble the approved load plan document.

Use Blocking and Bracing as required to prevent shifting of the load.

7.2. Step 2 Load Plan Placement in Container

Place a copy of the Load Plan and the Approval e-mail inside a plastic envelope affixed to the inside of the container door.

7.3. Step 3

Close the container door and seal for shipping.

8.   REFERENCES

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