GOJO Industries, Inc.
One GOJO Plaza
Suite 500
Akron, Ohio 44311
Phone: 330-255-6000
Fax: 330-255-6119
www.GOJO.com
Mailing Address:
P.O. Box 991, Akron, Ohio 44309-0991

GOJO Supplier Requirements Guide

Supplier and Carrier Guide for Labeling, Handling, Shipping, and Deliveries of all Materials, Equipment, and Goods at GOJO Industries, Inc.

Revision 7
April 3, 2023

GOJO reserves the right to refuse any incoming material(s) not meeting the requirements in this guide and may apply an administrative handling charge.

Where there may be a conflict, GOJO Industries, Inc. Purchase Order Terms and Conditions prevail.

©2021 GOJO Industries, Inc. All Rights Reserved.

GOJO Industries, Inc.
One GOJO Plaza
Suite 500
Akron, Ohio 44311
Phone: 330-255-6000
Fax: 330-255-6119
www.GOJO.com
Mailing Address:
P.O. Box 991, Akron, Ohio 44309-0991

Introduction to the GOJO Supplier Requirements Guide

Within this Guide you will find the information that you need to follow as a supplier to GOJO Industries, i.e. on how to set up a dock appointment, how to label cartons, how to label skids, etc.

This Guide is broken down by types of products that you furnish to GOJO, such as components, chemicals, dispensers and finished goods that contain formula, and it is not just important but **critical** that you read, understand, and follow **all** the instructions contained within this Guide.

If the instructions are not followed then your product can be **not** received, rejected, turned away, and fines can be incurred.

Below are the minimum requirements for every receipt and should serve as a checklist for receipts to GOJO Industries.

1. Schedule a Delivery Appointment
    - **Go to Opendock.com to schedule online**
        - Questions regarding online scheduling can be emailed to Inboundschedule@GOJO.com
    - For further instructions see page 16, section 11

2. Send ASN information
    - Email to InboundSupplierASN@GOJO.com
    - For further instructions see page 14, section 9

3. Send Certificate of Compliance/Analysis
    - Chemicals and raw materials email to QCRawmaterials@GOJO.com
    - Components and Hard Goods email to QCPackaging1@GOJO.com
    - For further instructions see the appropriate subsection of your material type

4. Place a copy of shipping documents and Certs on last pallet loaded in trailer
    - For further instructions see page 14, section 8

5. Label each carton and pallet per material instructions
    - For further instructions see Attachment 1 at the end of the Guide

If there are items that you still have questions on or need further clarification, please contact your Global Sourcing Contact and they will get you the information that you need.

REMEMBER – these items are not suggestions - they are mandatory - and not following this Guide will result in your product not being Received, Rejected, or Turned Away and you will incur costs/fines for not following these instructions.

©2021 GOJO Industries, Inc. All Rights Reserved.

Table of Contents

1. SUMMARY CHECKLIST....4
2. CHEMICALS (NON-BULK)....4
   2.1. Chemical Labeling Requirements (Non-Bulk)....4
   2.2. Chemical Certificate of Analysis (Cofa)....5
3. CHEMICALS (BULK)....6
   3.1. Bulk Material (Tanker Deliveries) Requirements....6
   3.2. ADDITIONAL REQUIREMENTS for Tanker Trucks Carrying 0800-830 (Denatured Alcohol) and 0800-840 (Bio Denatured Alcohol)....8
4. COMPONENTS AND HARD GOODS....10
   4.1. Component Labeling Requirements (see Attachment 1)....10
   4.2. Component Certificate of Conformance – (see Attachment 2)....11
   4.3. Heavy Metals, and Other Regulatory Requirements....12
5. CONTRACT MANUFACTURED FORMULA FILLED FINISHED GOODS....13
   5.1. Contract Manufactured Labeling Requirements: (see Attachment 1)....13
   5.2. Certificate of Analysis and Certificate of Manufacture Creation and Preparation - Contract Manufactured Finished Goods certification requirements are spelled out in the Quality Agreement....13
6. SUPPLIER PACKAGING SPECIFICATION REQUIREMENTS....14
   6.1. Pallet Requirement....14
   6.2. Raw Materials (non-bulk)....14
7. MACHINERY AND MAINTENANCE ITEMS....15
8. TRAILER LOADING REQUIREMENTS....15
9. ASN REQUIREMENTS....15
10. CARRIER SELECTION....16
11. DELIVERY APPOINTMENTS....16
   11.1. Express Door Service - appointment exception....16
12. DAMAGE....17
   12.1. Damaged Upon Receipt....17
   12.2. Concealed Damage....17

ATTACHMENT 1 – CARTON/UNIT/PALLET LABEL EXAMPLE....19
ATTACHMENT 2 – CERTIFICATE OF COMPLIANCE....20
ATTACHMENT 3 – HEAVY METALS AND OTHER REGULATORY REQUIREMENTS....21

 ©2021 GOJO Industries, Inc. All Rights Reserved.

1. SUMMARY CHECKLIST

Each shipment requires the supplier to do (where applicable) the following:

- Send Certificate of Compliance
  - Chemicals and raw materials to QCRawmaterials@GOJO.com
  - Components and Hard Goods to QCPackaging1@GOJO.com
  - Physically included with pallets on trailer
- Send packing slip/BOL with shipment
- Label each carton and pallet
- Schedule delivery appointment online with Opendock.com
- Send ASN info to InboundSupplierASN@GOJO.com

2. CHEMICALS (NON-BULK)

2.1. CHEMICAL LABELING REQUIREMENTS (NON-BULK)

2.1.1. Information on Individual Storage Unit (Drum/Tote/Carton/Bags/Pails/Bottle) Labels:

A label is required on the outside of each unit with the following information (see Attachment 1 for example):

- Supplier Name
- Part Description
- Purchase Order Number (barcode)
- Purchase Order Line Item Number (barcode)
- Part Number (barcode)
- Quantity per Unit (barcode)
- Supplier Lot/Batch Number (barcode)
- Date of Manufacture 8 digits (barcode) MMDDYYYY)

Additional Requirements for Bagged Chemicals:

- Trade name, lot/batch number, and weight must be on each bag
- Slip sheet or pad is required on top of empty pallet prior to palletization of bagged material

General Label Requirements:

- Drum labels will be placed on the outer side of the front of the drum towards the top for visibility. Tag the opposite side drums on the pallet the same way.

- Carton/box labeling will be visible at the same area per each unit. Do not place labeling on top of cartons, on carton flaps, on top of drum, on plastic wrap, or place label over other identification.

2.1.2. Pallet Labels for Chemicals:

Each pallet should be labeled with the information listed above and contained on the attached label sample (see Attachment 1).

- Pallet label will contain entire quantity of pallet
- Bagged chemicals require one label per pallet with the information listed above.
  - Label will be placed at bottom right of pallet for bagged chemicals only.

Only one Part number or lot number per pallet. *Exceptions are limited to agreement between Supplier and GOJO Global Sourcing. Pallet must be clearly marked as mixed numbers and pallet ID must be attached containing all information. "MIXED pallet" sticker or label is preferred.*

 ©2021 GOJO Industries, Inc. All Rights Reserved.

2.2. CHEMICAL CERTIFICATE OF ANALYSIS (COFA)

2.2.1. GOJO requires a separate Certificate of Analysis (CofA) for each unique lot code.

Each CofA needs to be on company letterhead or a form that has the following information:

- Company Name
- Company Address (manufacturing location preferred)
- Contact name, phone, or email for questions

2.2.1.1. The following information needs to be on the CofA:

- GOJO Part Number
- GOJO P.O. Number
- Trade Name
- Manufacturer's Name
- Manufacturer's Lot Number (Distributor's lot number, if applicable)
- Quantity
- Date(s) of Manufacture
- Retest Date (if applicable)
- Ship Date
- Actual testing and inspection data that was performed on the product

2.2.1.2. Signed CofA needs to be approved by quality unit (digital signatures are also acceptable).

 ©2021 GOJO Industries, Inc. All Rights Reserved.

3. CHEMICALS (BULK)

3.1. BULK MATERIAL (TANKER DELIVERIES) REQUIREMENTS

GOJO Industries, Inc. requires a standardized paperwork packet containing all appropriate documentation and the proper equipment related to the receipt of shipments. The following items are required for delivery of all bulk chemical raw materials.

If needed, additional instructions will be provided by Mix Supervision or Planning/Scheduling. Carrier to GOJO Industries, Inc. Contact: Mix Supervisor / 330-869-1010

Supplier to GOJO Industries, Inc. Contact: GOJO Planning/Scheduling – Planning@GOJO.com

Supplier > Carrier Pick-Up Exchange Paperwork Requirements
PAPERWORK
1) Bill of Lading (BOL) • Carrier name and address • Date • Manufacturer's name • BOL number • GOJO Part number • GOJO P.O. number • Manufacturer lot number • Net weight • Carrier tanker number • Tanker seal number(s)
2) Certificate of Analysis (CofA) • GOJO Part number • GOJO P.O. number • Trade name • Manufacturer name and address • Manufacturer lot number (and distributor's if applicable) • Date of manufacture • Retest date (if applicable) • Quantity • Actual testing and inspection data that was performed on the product • Signed CofA needs to be approved by quality unit (digital signatures also acceptable) • Contact name, phone or email for questions regarding CofA
3) Certified Scale Weight Ticket • carrier name and address (optional) • date • carrier tanker number • gross weight • tare weight • net weight
4) Tanker Cleaning Certificate • Cleaning company name and phone number • Tanker number (compartment number if applicable) • Method/ process for cleaning • Cleaning date performed • Material last contained • Documentation of cleaning of the pump and hoses that are tanker mounted **For multi-compartment tankers only:** • Last contained product for every compartment that contains the chemicals to be offloaded • If different chemicals are to be unloaded from separate compartments, the driver will be sent out to get pump and hoses cleaned in-between transfer of each chemical and provide cleaning certificate for the pump and hose in order to continue transfer

©2021 GOJO Industries, Inc. All Rights Reserved.

Supplier > Carrier Pick-Up Exchange Paperwork Requirements (cont.)
PAPERWORK (cont.)
5) Cleaning Certificate for Tractor Mounted Pump and Hoses • Cleaning company name and phone number • Tractor number • Method / process for cleaning • Cleaning date performed • Material last contained (optional) • Documentation of cleaning of the pump and hoses that are tractor mounted
6) MSDS

Note: Select materials include additional requirements that are provided by Global Sourcing to the supplier.

Carrier Delivery Equipment Requirements
STANDARD EQUIPMENT
1) Driver must be equipped with proper PPE to unload (refer to MSDS)
2) Bulk Truck: • Insulated, stainless steel trailers with both 2” and 3” (male/female) camlock fittings
3) Unloading: Center or Rear
4) Pumps: Mechanical Pump of sufficient capacity to unload material
5) Hose Length: 30 – 40 ft., Hose Fasteners (i.e., Velcro straps or tape)
6) Other Equipment: • Hoses 3” diameter with fittings to access 3” inlet line, female quick-connect couplings with safety locks/pins/in-transit heat (if required) • Pump and hoses must be clean, odor free, capped and bagged

Note: GOJO Industries, Inc. does not allow air off-loading.

With each delivery, a Bulk Tanker Form will be provided by the tanker attendant and will be completed by the attendant and driver.

Tanker will not be unloaded without this documentation. GOJO will not be responsible for detention charges if the proper paperwork is not submitted upon delivery.

©2021 GOJO Industries, Inc. All Rights Reserved.

3.2. ADDITIONAL REQUIREMENTS FOR TANKER TRUCKS CARRYING 0800-830 (DENATURED ALCOHOL) AND 0800-840 (BIO DENATURED ALCOHOL)

- Applies to non-GOJO dedicated tankers-

GOJO Industries, Inc. approves of the following Last Product carried and Cleaning Requirement for tanker trucks carrying 0800-830 (Denatured Alcohol) and 0800-840 (Bio Denatured Alcohol). If there are any questions you can contact GOJO Industries, Inc. Global Sourcing.

Vendor to GOJO Industries, Inc. Contact: Global Sourcing Haithum Chughtai, 330-255-6796
Global Sourcing Jacqueline Ball, 330-810-4592

Carrier to GOJO Industries, Inc. Contact: Chem Dispensing, 330-255-4495

GOJO pumps and hoses will be used to unload the material.
Tanker does not have to be insulated.

Last Product carried	Cleaning requirement
SDA 3C 190 or 200 Proof Pure Isopropyl Alcohol (IPA) Pure Ethanol 190 or 200 Proof ALC Bulk USP 190/GNS Beverage Alcohol	Cleaning not required
SDA 40B SDA 3A SDA 35A SDA 40-2	Steam cleaning and drying OR Steam cleaning and pure ethanol rinse
SDA 40A Pure Methanol Potable Water (EAU) SDA 40B SDA 3A SDA 35A SDA 40-2 GOJO Formulas	Commercial cleaning and drying OR Hot water rinse and drying OR Commercial cleaning and pure ethanol rinse OR Kosher approved wash

Data from GOJO Industries, Inc. SOP-QCC-0039

©2021 GOJO Industries, Inc. All Rights Reserved.

PREFERRED PREVIOUS COMMODITIES:

ALC Bulk USP190	EAU/ Potable Water	Ethanol 190 or 200 Proof
Fatty Acids	Fatty Alcohols	GNS Beverage Alcohol
GOJO Ethanol Formula	GOJO Non-Ethanol Formula	GOJO Wipes Solution
Glycerin	IPA	SDA 3A
SDA 35A	SDA 3C 190 or 200 Proof	SDA 40B
SDA 40-2	Sodium hydroxide	Water soluble soap

ACCEPTABLE PREVIOUS COMMODITIES:

Alum	Aluminum Chlorohydrate	Apple Juice
Beer	Calcium Chloride	Caramel Coloring
Caustic Potash	Caustic Soda	Citric Acid
Colloidal Silica	Ethylene Dichloride	Grapefruit Juice
Glycerol (Glycerin)	Glycol Ethylene Ether	Methanol
Lactic Acid	Orange Concentrate	Orange Juice
Phosphoric Acid	Pomegranate Juice	Potable Distilled Spirits
Potassium Acetate	Propylene Glycol	SDA 40A
Soda Ash	Soluble Non-Toxic Food Grade Additives and Commodities	Stearic Acid
White Grape Juice	Wine	Windshield Washer Fluid
Vinegar/Acetic Acid		

UNACCEPTABLE PREVIOUS COMMODITIES:

Adhesives	Ammonia	Bithionol
Chlorofluorocarbon propellants	Chloroform	Dyes
Fertilizers	Halogenated salicylanilides	Hexachlorophene
Hydrochloric Acids	Latex	Mercury Compounds
Methylene chloride	Paint	Pesticides
Petroleum Products	Poisons	Prohibited cattle materials
Soil/Dirt	Solvents	Vinyl chloride
Yeast	Zirconium-containing complexes	

Material not on the lists above and the tanker will not be accepted.

With every delivery, a BULK TANKER FORM will be completed by tanker attendant and driver. Tanker will not be unloaded without this documentation.

GOJO will not be responsible for detention charges if the proper paperwork is not submitted upon delivery.

©2021 GOJO Industries, Inc. All Rights Reserved.

4. COMPONENTS AND HARD GOODS

4.1. COMPONENT LABELING REQUIREMENTS (SEE ATTACHMENT 1)

4.1.1. Components

4.1.1.1. Information on Individual Storage Unit (Carton/Bundle):

The outside of each unit should be labeled with the following information contained on the attached label sample:

- Supplier Name
- Part Description
- Purchase Order Number (barcode)
- Purchase Order Line Item Number (barcode)
- Part Number (barcode)
- Quantity per Unit (barcode)
- Supplier Lot/Batch Number (barcode)
- Date of Manufacture 8 digits (barcode) (MMDDYYYY)

4.1.1.2. Pallet Labels for Components:

Each pallet should be labeled with the information listed above and contained on the attached label sample (see Attachment 1). Each pallet label will:

- contain entire quantity of pallet (barcode)
- include number of pallets (i.e. 01 of 08)

Only one Part number or lot number per pallet. *Exceptions are limited to agreement between Supplier and GOJO Global Sourcing. Pallet must be clearly marked as mixed numbers and pallet ID must be attached containing all information. "MIXED pallet" sticker or label is* suggested.

Additional requirements:

- Bundled components (not palletized) require three labels per bundle. Labels will reflect pallet ID tag. One at each end (width 40 inch) and one on a side (length of bundle 48 inch)

4.1.2. Hard Goods (Dispensers and Stands)

Supplier must follow the GOJO PAS (Packaging Assembly Spec) and, where applicable, the SDS (Supplier Data Sheet) for each material number. There must not be any labels on shippers showing supplier name or GOJO PO number.

4.1.2.1 Information on Individual Storage Unit (Carton/Bundle):

The outside of each unit should be labeled with the following information contained on the attached label sample.

- Supplier Name
- Part Description
- Purchase Order Number (barcode)
- Purchase Order Line Item Number (barcode)
- Part Number (barcode)
- Quantity per Unit (barcode)
- Supplier Lot/Batch Number (barcode)
- Date of Manufacture 8 digits (barcode) (MMDDYYYY) – follow the material PAS

 ©2021 GOJO Industries, Inc. All Rights Reserved.

4.1.2.2 Pallet Labels for Hard Goods:

- contain entire quantity of pallet (barcode)
- include number of pallets (i.e., 01 of 08)

Only one Part number or lot number per pallet. *Exceptions are limited to agreement between Supplier and GOJO Global Sourcing. Pallet must be clearly marked as mixed numbers and pallet ID must be attached containing all information. "MIXED pallet" sticker or label is suggested.*

Additional requirements:

- Bundled components (not palletized) require three labels per bundle. Labels will reflect pallet ID tag. One at each end (width 40 inch) and one on a side (length of bundle 48 inch)

4.1.3. Label Core Tags

Each roll of labels must have the core tag to include the following:

- GOJO Material number
- Quantity on roll
- Supplier lot #

4.2. COMPONENT CERTIFICATE OF CONFORMANCE – (SEE ATTACHMENT 2)

4.2.1. Certificate needs to be on company letterhead or a form that has the following information:

- Company Name
- Company Address
- Contact Name, title, phone, and email for questions with Certificate
- Certificate needs to be signed or name of signee printed or typed

4.2.2. Following information needs to be on Certificate:

- Certification Date
- GOJO Part/Material Number
- GOJO P.O. Number
- Supplier Lot Number
- Quantity
- GOJO Specification Date/Revision level
  - This can be found on the GOJO specification
- GOJO Artwork Date/Revision level (if applicable)
  - This can be found on the GOJO specification
- Notate any additional post manufacture process or special additive that is indicated on the specification
- Material:
  - Name of material
  - Name of material/resin manufacturer

4.2.3. Conformance of Manufacture – one of the options below as examples:

A blanket statement that, i.e., "Product meets or exceeds all criteria on GOJO Specification dated _". "Supplier processing information which can include process and final inspection data, Process Capability Studies, etc. is on file at the Supplier location and can be provided upon request".

-OR-

Actual testing and inspection data that was performed on the product be listed.

 ©2021 GOJO Industries, Inc. All Rights Reserved.

4.2.4. All of the above items are mandatory to approve the component. If this information is not received the component will not be approved nor released and a Quality Notification may be written.

If needed, additional instructions will be provided by Global Quality. Supplier to GOJO Industries, Inc. Contact: QCPackaging1@GOJO.COM

4.3. HEAVY METALS, AND OTHER REGULATORY REQUIREMENTS

The form (see Attachment 3) must be completed, signed, and sent either prior to, or with the first shipment of components and dispensers.

4.3.1. Global regulatory requirements require a form be completed verifying certain regulations regarding content, origin, and safety. Product will be held and may be rejected if the form is not included.

4.3.2. The supplier agrees to maintain records that support the form and to make these records available to GOJO Industries, Inc. upon request.

For questions regarding this form, please contact your Global Sourcing Agent.

©2021 GOJO Industries, Inc. All Rights Reserved.

5. CONTRACT MANUFACTURED FORMULA FILLED FINISHED GOODS

Supplier must follow the GOJO PAS (Packaging Assembly Spec) for each material number.

There must not be any labels on shippers showing supplier name or GOJO PO number. Information should be on the pallet label.

5.1. CONTRACT MANUFACTURED LABELING REQUIREMENTS: (SEE ATTACHMENT 1)

5.1.1. Storage Unit (Carton) Labels:

The outside of each unit should be labeled with the following information contained on the attached label sample.

- Supplier Name
- Part Description
- Purchase Order Number (barcode)
- Purchase Order Line Item Number (barcode)
- Part Number (barcode)
- Quantity per Unit (barcode)
- Supplier Lot/Batch Number (barcode)
- Date of Manufacture 8 digits (barcode) (MMDDYYYY)

Additional requirements:

- Finished Goods must be full case quantities - no partial cases allowed

5.1.2. Pallet Labels for Contract Manufactured Finished Goods:

Each pallet should be labeled with the information listed above and contained on the attached label sample (see Attachment 1).

- contain entire quantity of pallet (barcode)
- include number of pallets (i.e. 01 of 08)

Only one Part number and lot number per pallet. No exceptions.

Additional requirements:

- Supplier is to remove any internal labeling if not required by GOJO
- Carton print or labeling must be legible

5.2. CERTIFICATE OF ANALYSIS AND CERTIFICATE OF MANUFACTURE CREATION AND PREPARATION - CONTRACT MANUFACTURED FINISHED GOODS CERTIFICATION REQUIREMENTS ARE SPELLED OUT IN THE QUALITY AGREEMENT.

If GOJO provided material(s) were used in the production of the goods, then the supplier must list on the certificates the GOJO supplied materials batch number and quantities used.

©2021 GOJO Industries, Inc. All Rights Reserved.

6. SUPPLIER PACKAGING SPECIFICATION REQUIREMENTS

Supplier must follow GOJO specifications set up for each material number. Materials will be palletized according to the specification or PAS. Total height of materials and pallet must be no higher than 65”. No overhang off of pallet allowed.

Standardized packaging per material number is required.

- Corrugate, Plastic, Finished Goods - only one partial unit
- Chemicals (non-bulk) - only one partial unit

Exceptions:

- Small Volume Quantity Ordered

6.1. PALLET REQUIREMENT

6.1.1. Component and Manufactured Finished Goods

Supplier must use pallets meeting GOJO specification.

- Pallets must be in new or like new condition
- Block pallets are only acceptable if documented in the material specification sheet
- Stretch wrap must be tied to the pallet (see Figure 1)

Figure 1

6.2. RAW MATERIALS (NON-BULK)

Same as above.

- Custom pallets sized to material from suppler will only be used with agreement with GOJO Global Sourcing
- Pallet structure must have the same integrity as listed in 6.1.1.
- Slip sheets must be used between pallet and bags of chemicals

 ©2021 GOJO Industries, Inc. All Rights Reserved.

7. MACHINERY AND MAINTENANCE ITEMS

Items must be tagged with information from Purchase Order for proper identification: PO number, Line, Project owner, Project number, Special Instructions, etc.

Special instructions including but not limited to: item, size, area to deliver or unload, carrier, contractor riggers to be used, other.

Carrier must call for appointment for available dock, noting if contractors/riggers are to be used. Items arriving without this information may be sent back denial of receipt.

Rules:

- Must be palletized and secured when applicable
- Trailer must be dock high. If flatbed, maintenance/riggers will be used
- Receiving personnel will unload from flatbed by tow motor if five pallets or less and agreed upon with receiving supervision

8. TRAILER LOADING REQUIREMENTS

Trailers will be loaded straight in single stacked as the primary load specification (unless agreement between Supplier and GOJO Logistics and Global Sourcing).

Pallets may be loaded sideways only when GOJO Logistics and Global Sourcing have an agreement with Supplier.

Materials will be palletized according to the specification or PAS. Total height of materials and pallet must be no higher than 65”. No overhang off of pallet allowed.

Pallets may be double stacked if the following criteria are followed:

- Pallets must be stationary and placed directly centered on top of bottom pallet
- Top pallet cannot weigh more or show any appearance of crushing bottom pallet
- Full double stacked pallets cannot be stretch wrapped together
- Partial pallet may be stretch wrapped if same part number and lot/batch number as bottom pallet

Keep the same Part and Batch/Lot together when loading.

Load bars, straps or air bags are required if pallets have possibility of movement during transportation.

Copy of Packing list and Certificates must accompany last pallet loaded on trailer. If multiple Parts, then each Part must have Packing list and Certification attached to pallet representing order quantity per load.

Packing list must be removable. Never put packing list in carton or between shrink wrap.

Trailer seal is required for all GOJO Industries, Inc. truckload shipments. The seal number should be documented on the BOL. Seal integrity will be verified by GOJO Logistics personnel and carrier’s driver.

GOJO Logistics will not unload a trailer if conditions are unsafe.

9. ASN REQUIREMENTS

Supplier is asked to send ASN 24 hours prior to appointment via email to:

InboundSupplierASN@GOJO.com.

ASN will consist of the following documents with the information listed:

- BOL (PO#, PO Line, pallet quantity)
- Packing List (PO#, PO Line, Part number, Lot (batch) number, each and case quantity, pallet quantity (per part number/lot combination)
- Certificate of Analysis and/or Conformance
- Appointment number when applicable

Exceptions are limited to agreement between Supplier and GOJO Global Sourcing.

©2021 GOJO Industries, Inc. All Rights Reserved.

10. CARRIER SELECTION

Pre-paid shipments: Suppliers may use their preferred carrier (as long as accepted by GOJO Logistics). Terms should be Prepaid (FOB Destination).

Collect Shipments: Suppliers are to ship on a GOJO preferred carrier. Terms should be bill 3P to: Invoices@transplace.com OR

GOJO c/o Uber Freight US, PO Box 425, Lowell, AR 72745

- Local, Expedite, International, Tanker or other Special Equipment: Suppliers are to contact their Global Sourcing Representative

*****For all GOJO Inbound shipments, including carrier assignment, please reach out to GOJOOPs@uberfreight.com to arrange pickup appointments.

Please provide:
PO number and PO due date
Pallet count and Dimensions
Weight
LTL classification if applicable to shipment size
Hazmat Identifiers if applicable
Any temperature requirements
GOJO destination address
Ship site (Address, Contact Name & Number, Hours for Pickup).

***New Requirement April 2023**

11. DELIVERY APPOINTMENTS

Carrier MUST secure a delivery appointment by reaching out to GOJOOPs@uberfreight.com.

Deliveries will NOT be accepted more than three days prior to the GOJO request date unless authorized by GOJO Global Sourcing.

Carrier MUST have an appointment number when they arrive at the GOJO Distribution Center. Carrier will not be given access to GOJO property if appointment number is not given. Driver will be instructed to contact dispatch for direction. This does not apply to bulk tanker or Small Parcel shipments, or appointment exceptions below.

Carrier must meet scheduled appointment unload time and it is recommended to report 15 minutes prior to the appointment time. This will allow the inbound load to be stationed at the dock door “on time”.

Carrier will be given an allowance of a 15-minute delay. For any time over 15 minutes, driver (carrier) must contact Logistic Clerks for the next available appointment.

Any time a carrier is aware of a delay, they must notify the GOJO Logistics Clerks for direction.

Inboundschedule@GOJO.com

11.1. EXPRESS DOOR SERVICE - APPOINTMENT EXCEPTION

GOJO Logistics operates an express door for inbound LTL deliveries of five pallets or less. The Express Door is a first come first serve basis with no appointment needed.

- The driver is still required to check in at the driver’s entrance at the Shipping and Receiving office for direction from the Clerks.
- If the driver arrives prior to or after the hours of operation, they may have to wait for an opening to become available or schedule an appointment. All pre-scheduled appointments will have priority.
- Please be prepared to provide the Purchase Order number, Vendor name, and piece count to the GOJO Logistics Execution Clerk

 ©2021 GOJO Industries, Inc. All Rights Reserved.

- LTL Deliveries: Can be made any time of any weekday, between 11 PM Sunday through 11 PM Friday, with any number of pallets.
- Direct or non-LTL Carriers: Will not be required to make appointments to deliver five pallets or less. The window for the express door will be Monday-Friday, 9:00am-12:00pm on a first-come first-serve basis.
- If Vendors and non-LTL carriers arrive before or after the express door window, they may have to wait for an opening to become available. In this case, the scheduled delivery appointments will have priority.
- Drivers will not be permitted to hand-deliver freight through the driver entrance window. All freight must be unloaded at a dock door and documented by Logistics personnel.

12. DAMAGE

12.1. DAMAGED UPON RECEIPT

GOJO Logistics may refuse any shipments containing damaged material. Global Sourcing will report the damage to the supplier.

Dropped trailers that have stretch wrapped pallets will still be counted and verified upon unload.

12.2. CONCEALED DAMAGE

GOJO will report concealed damage found within a stretch wrapped pallet.

Prepaid Supplier deliveries: Carton or unit shortages or internal damages are the responsibility of the Supplier.

Collect Supplier deliveries: Shortages or damage to pallet quantities is the responsibility of the Carrier.

Note: If trailer is sealed, Supplier is responsible for all shortages and damage.

13. REVISION HISTORY

Revision Number	Effective Date	Reason for Change
00	10/01/2013	First issue
01	1/02/2017	Added diagram for label location, section 1 page 3 Added email address for Planning, section 2 page 5 Added pallet label and label core requirements, section 3 page 7 Added certificate and pallet label templates as Attachment 2; heavy metal and requirements template as Attachment 3
02	4/16/2018	Added additional requirements for alcohol tankers section 2.2 page 7 Various wording changes throughout
03	9/02/2019	Added Summary Checklist, section 1 page 4 Renumbered section headings Added previous commodities list to alcohol tanker, section 3.2 page 10 Replaced FedEx Freight with YRC, section 10 page 16 Added hours for LTL delivery, section 11.1 page 16 Added phone numbers for Stow and Wooster, section 11 page 12 Various wording changes throughout
04	2/8/2021	Changed delivery, carrier information, and added Opendock.com to Introduction and sections 10 and 11.
05	6/1/2022	Changed contact info in section 3.2. Removed and modified terms to section 10.
06	4/3/2023	Updated section 10 with Uber Freight address and list of requirements. Changed section 11 from five days to three days, email changed to Inboundschedule@GOJO.com.

 ©2021 GOJO Industries, Inc. All Rights Reserved.

Supplier Label	Supplier Name / Part Description
Code 128 subset b x dimension approx. .020 symbol contains: 4500000144	SUPPLIER: SUPPLIER XX PART DESCRIPTION SHIPPER:4.5LB LEMON GOJO PO# 4500000144
Code 128 subset b x dimension approx. .020 symbol contains: 10	GOJO PO LINE# 10
Code 128 subset b x dimension approx. .020 symbol contains: 0905-106	GOJO PART # 0905 — 106
Code 128 subset b x dimension approx. .020 symbol contains: 500 this is the qty shipped in this Unit / pallet	QUANTITY 500
Code 128 subset b x dimension approx. .020 symbol contains: ABC123	LOT# ABC123
Code 128 subset b x dimension approx. .020 symbol contains: 06252013	MFG DATE 06252013

Note: Information can be printed on 4x6 label or on 8.5x11 paper via laser printer.

- GOJO can accept any size label as well as printing horizontally
- GOJO requires the format provided in Attachment 1
- Part description, the word “lot” or “batch”, or “buyer code” will not be part of code
- Alpha/numeric code is acceptable

©2021 GOJO Industries, Inc. All Rights Reserved.

Company Name		
Address		
City, State | Zip		
Phone Number		
Email address		

CERTIFICATE OF COMPLIANCE

By signing below, the supplier agrees that all information provided for this material supplied to GOJO Industries, Inc. comply with all applicable requirements as identified in the certification. The supplier also agrees to advise GOJO Industries, Inc. of any material changes in their components prior to implementing those changes if these new materials have not been indicated on this Certification of Compliance.

CERTIFICATION DATE:	
PART NUMBER:	
LOT #:	
PURCHASE ORDER #/ LINE #	
SPEC DATE / REV LEVEL:	
ARTWORK DATE / REV LEVEL:	
MATERIAL TYPE:	
MATERIAL MANUFACTURER:	
MATERIAL IDENTIFICATION:	
COLORANT MANUFACTURER:	
COLORANT IDENTIFICATION:	
SPECIAL TREATMENT / ADDITVE:	
TOTAL QTY:	
DATE MANUFACTURED:	
PREPARED BY:	
TITLE:	

©2021 GOJO Industries, Inc. All Rights Reserved.

Examples of GOJO Approved Specifications

Packaging Component –

Column Break

5100-303 Rev# 05 ECO# 58222 - Approved May 17, 2013 3:58:36 PM

PURCHASED PACKAGING COMPONENT SPECIFICATION

GOJO Industries Inc.
Tel: 330-255-6000

Page: 1
Part No: 5100-303
Reviewed Date: May-1-2013
Status: Approved Version: 05

Description: BOTTLE:PET 1250ML FOAM

or

3013-491-BLU rev A Rev# A ECO# 84129 - Approved Oct 04, 2016 2:26:44 PM

Packaging Component Specification - Pump

GOJO Industries Inc.
Tel: 330-255-6000

Header Information

Specification Number	3013-491-BLU
Description	PMP THR 12OZ SD-200 5.625" BLU

Packaging Assembly Specification (PAS) –

5392-D1 rev D Rev# ECO# 82769 - Approved Sep 25, 2015 12:07:33 PM

Packaging Assembly Specification

Part Number: 5392-D1
Description: PURELL TFX FOAM STARTER KIT

4. **PALLET ASSEMBLY** (Only one lot of product may be placed on a pallet):
   4.1. Palletize the cases on the pallet per the pallet pattern.
   4.2. Apply stretch wrap and label to the pallet load.

Revision Number	Effective Date	ECO #	Created By	Reason for change
0	04/22/10	24701	NA	New
1	10/28/10	27592	NA	Change from 5392-02 to 5392-519; change from 5392-101-KIT to 5392-102-KIT; add 2700-066-GRY, 5392-643-F and instructions for placement
2	12/31/11	33009	NA	Change from 5392-519 to 5392-520; change from 5392-102-KIT to 5392-103-KIT; change from 5392-643-F to 5392-644-F; change from 2YR-EXP to 3YR-EXP; update shipper coding format
C	07/18/14	80736	A. Miller	Updated format. Replaced coding instructions with coding SOP in "Case Assembly" section.
D	On Date Approved	82769	P. Brooks	Added 5392-02. Updated 5392-520, 5392-644-F, and 2700-066-GRY to alternate components. Removed EXP. Added section 1.2. Updated instructions in sections 2.1, 2.2 and 3.2 – 3.5.

©2021 GOJO Industries, Inc. All Rights Reserved.

GOJO Industries, Inc.
Certification of Compliance

By signing below, the supplier agrees that all information provided for finished material components supplied to GOJO Industries, Inc. comply with all applicable requirements as identified in the certification. The supplier also agrees to advise GOJO Industries, Inc. of any material changes in their components prior to implement those changes if these new materials or finished components have not been indicated on this Certification of Compliance.

Company Information	
Company Name:	Date:
Company Address:	Phone Number:
City, State, Zip Code	E-Mail Address:
Company Officer Name:	Title:

Components Description(s)/composition *(use additional copies as necessary)*		
GOJO Part Number:	Structure (bottle, pump, ink etc.):	Description:
GOJO Part Number:	Structure (bottle, pump, ink etc.):	Description:
GOJO Part Number:	Structure (bottle, pump, ink etc.):	Description:
GOJO Part Number:	Structure (bottle, pump, ink etc.):	Description:

©2021 GOJO Industries, Inc. All Rights Reserved.

Regulations to which suppliers must comply with:

Heavy Metal Regulations

We maintain a formal confirmation of conformity with heavy metal standards, including testing procedures in accordance with one or more of the following (**must circle "Yes", "No" or "NA" for each**):

Yes No NA - EN 13427:2004

Yes No NA - CR 13695-1:2000

Yes No NA - ANSI/NSF

All components sold to GOJO Industries, Inc. comply in all respects to the requirements for heavy metals of 94/62/EC and CONEG model legislation (**must circle Yes or No for each):**

Yes No - Regulated metals – lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyl and polybromindated diphenyl ether – were not intentionally added to component during manufacturing process.

Yes No - The sum of the incidental concentration levels of lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyl and polybromindated diphenyl ether present in any package or package component does not exceed 100 parts per million by weight.

Cumulative Heavy Metal value_____ppm

Other(s)

Regulations to which suppliers are required to provide information:

ApplicableSections of U.S.FDA (**must circle Yes, No or NA for each**):

Yes No NA 21 CFR 175: Adhesives / Coatings
Yes No NA 21 CFR 176 Paper / Paperboard
Yes No NA 21 CFR 177 Polymers
Yes No NA 21 CFR 178 Antioxidants / Stabilizers / Product Aids
Yes No NA 21 CFR 174-186 The Indirect Food Additive

Other: _____

Latex/Natural Rubber (**must circle Yes, No or NA for each**):.

Does this material contain Latex or Dried Natural Rubber:

Yes No NA If yes, please describe: _____

Animal Derived Status (**must circle Yes, No or NA for each**):

Does this material contain Animal Derivative Products?
Yes No NA

If yes, identify component, type of animal and origin: _____

©2021 GOJO Industries, Inc. All Rights Reserved.

DoddFrank Act Section 1502
All materials sold to GOJO Industries, Inc., either comply or are not applicable to the Dodd Frank Act – Conflict Minerals, Section 1502 restricting the use of conflict minerals from the Democratic Republic of the Congo.

Yes No NA

If no, a copy of the Conflict Mineral Form SD must be provided where required

EU RoHS Directive
All components sold to GOJO Industries, Inc. either comply or are not applicable to the EU RoHS Directive' Restriction of the use of certain hazardous substances in electrical and electronic equipment and Japanese RoHS (J-MOSS) (**must circle Yes, No or NA**):

Yes No NA

EC Directives
We the supplier certify that we do not intentionally add any hazardous substances (classified as "N" in the EC Directives – the Dangerous Substances Directive 67/548/EEC and its amendments) and Dangerous Preparation Directive 1999/45/EC to any components sold to GOJO Industries, Inc. (**must circle Yes or No):**

Yes No

Dangerous substance or preparations
We the supplier certify that all components sold to GOJO Industries, Inc. comply in all respects to the requirements for dangerous substance or preparations of EU 94/62/EC and EN 13428:2004. (**must circle Yes or No):**

Yes No

Prop 65
We the supplier, certify that all components sold to GOJO Industries, Inc. are free of any hazardous substances known to the State of California to cause cancer or reproductive toxicity ("Proposition 65" substances). (**must circle Yes or No):**

Yes No

Other Specified Substances to which suppliers are required to provide information:

Phthalates (**must circle Yes or No**):
Does the component contain any type of phthalates? Yes No

(If yes, provide documentation describing which phthalates are present and at what concentrations (ppm)_____)

BisphenolA (BPA) (**must circle Yes or No**):
Does the component contain any bisphenol A? Yes No

(If Yes, provide documentation identifying the bisphenol A and at what concentrations (ppm)_____)

©2021 GOJO Industries, Inc. All Rights Reserved.

Substances of Very High Concern (SVHC) as identified by European Chemicals Agency (**must circle Yes or No**): Does the component contain any SVHC materials? Yes No (If yes, provide documentation describing which SVHC materials are present and at what concentrations (ppm))
Additional Information to which suppliers must provide information:
Recycled Material (**must circle Yes or No**): Are any recycled materials used in any of the components? Yes No **If yes**, where are they being used and in what percentage? (describe) **If yes**, are they "post consumer" recycled materials, and in what percentage?
Pulp and Paper Products (**must circle Yes or No**): Is any of the material sourced from sustainable forests? Yes No **If yes,** what percentage is sourced from sustainable forests? Identify the certifying body_____

By signing below, we certify that we maintain adequate documentation for this certification. Documentation shall be made available to GOJO Industries, Inc. within three (3) business days upon request.

Certified by:

Signature of person completing the form:

_____ _____

_____

Name, Title

©2021 GOJO Industries, Inc. All Rights Reserved.