



KSP Shipping and Receiving Requirements

Address: 8100 Oxbow Creek Drive
Brooklyn Park, MN 55445

Receiving Hours: 8am – 5pm CST

Receiving Email: Receiving@ksp3pl.com

Receiving Phone: 763.296.1288

Non-Compliance Charges

- Unscheduled deliveries: \$150 per occurrence
- No KSP PO/ASN# in the system: \$300 per occurrence

Pallet Requirements:

- Each shipment sent to KSP Fulfillment must be palletized. Exception for small parcel and pre-arranged floor-loaded shipments.
- Pallet dimensions should not be greater than:
 - 48" x 40" x 55" (L x W x H) or
 - 1200 mm x 1000 mm x 1400 mm (L x W x H).
 - Not exceed 2,000 pounds per pallet or
 - Not exceed 907 kilograms per pallet.
- Dimensions greater than those specified must be pre-arranged and may require re-work.
- Shipments not pre-arranged requiring re-work at time of receiving will be at customer expense.
- Each pallet should have 6-8 top boards, 3 bottom boards, and 3 lateral stringers.
- KSP requires hardwood pallets.
- All shipments must be stretch wrapped and/or securely fastened (banded) to the pallet with a maximum of 1" overhang and 4-sided access (4-way pallet).
- Loads that have shifted in transit may be refused.
- Corner boards must be used on all corners and tops of loosely packed pallets.
- Pallets must be labeled "1 of ___", "2 of ___" etc.
- Whenever possible consolidate the same SKU's/UPC's/Part Numbers on a single pallet.
- Pallets with mixed SKU's/UPC's/Part Numbers must be clearly labeled.
- Pallets containing hazardous materials must be clearly marked with a HAZMAT label.

Carton Requirements

- Each carton should be clearly labeled with the SKU/UPC/Part Number, sku description, quantity, and unit of measure along with a scannable barcode.
- Cartons must be sealed.
- 1 item per carton is preferred.
- Partial cartons must be clearly marked with a label
- Food items must be clearly marked and include the product expiration date.
- Preferred barcode symbology is 3 of 9 or 128.
- Cartons containing hazardous materials must be clearly marked with a HAZMAT label.

Delivery Notification

- 24-hours prior to shipping, all vendors, customers, or transportation customers must contact KSP Fulfillment to schedule a delivery appointment and coordinate shipment documentation in advance. Please ensure that when making the appointment, Container shipments (drop trailer/live unload and floor loaded) must be identified for KSP Fulfillment to adequately prepare for such shipments.
- Shipments arriving via container must include a specific description of the product being shipped and provided at initial contact with KSP Fulfillment.
- Partial shipments should be approved by KSP Fulfillment at least 24 hours in advance.
- KSP Fulfillment *reserves the right* to reschedule deliveries that are more than 60 minutes late.
- After-hours shipments may be arranged with 24-hour advance notice.
- Failure to comply with these guidelines *may* result in additional fees applied for time, materials, re-work, etc.
- Damaged product that is received by KSP Fulfillment, or shipments that are unidentifiable, will be placed in quarantine and customers will be notified for disposition. All damaged and unidentifiable shipments will be photographed for reference.
- KSP Fulfillment requires the carrier to sign the Bill of Lading and Packing Slip, whenever possible, for all damaged material.

Documentation Requirements

- **PO# set up in KSP Fulfillment system prior to delivery** that includes Sku, Description, Quantity, and Expected Date prior to physical arrival of product.
- Bills of Lading and Packing Slips must contain the following information (see packing slip example below)
 - KSP Fulfillment facility information (Name/Address).
 - KSP Fulfillment client name (Name/ Address/ Phone/ Job#/ Promotion#/ Order#/PO# etc.).
 - Carrier Name and Tracking Identification.
 - Shipment Description.
 - SKU/UPC/Part Number (Description, quantity, unit of measure).
 - Number of pallets and number of cartons per pallet.
 - Number of units per carton.
 - Complete order or partial order.
 - International order.
 - Hazardous materials.
 - Collect/ Pre-paid/ 3rd Party designation/ Freight classification.
 - Food product identified.

Packing Slip example:

COGSWELL COGS

Packing Slip Template

Address: 51 Area Blvd
Saturn City, CA 90210
Phone (321) 987-6543
Fax (321) 987-6544

Order Date: 12/18/2022
Order Number: 1234
Purchase Order: KSP PO#

Date: 12/18/2022
Customer Contact: George Jetson
Customer Account: Spacely123

Ship To: Spacely Sprockets
654 Neptune Place
Atomic City, ID 54321

Bill To: Same

Part #	Description	Unit Type	Order Quantity	Ship Quantity	Backorder Quantity
123-#4567	Custom Cog 3/8" – UPC 111222-333444	[Set/Unit]	15	7	8
123-#8912	Washers 3/8" – UPC 111222-333456	[Package]	4	4	0
123-#3456	Set Screws – UPC 111222-444567	[Each]	1	0	1

Comments:

Advance Notification

- Notification must be provided to KSP Fulfillment at least 24 hours in advance.
- Pack Slips should be sent to KSP Fulfillment at least 24 hours in advance.
- Shipments must ship 3rd Party, pre-paid, and routed to KSP Fulfillment.
- International shipments of pre-paid must be cleared by the importer of record, include a commercial invoice, and notification provided to KSP Fulfillment at least 24 hours in advance.

Driver

- Drivers accessing the KSP facilities will be required to provide Government issued identification