



The Valpak Supplied Insert Specification & Requirements Details

Information provided in this document explains the details behind, and importance of, the Valpak Supplied Insert Specifications and Requirements.

Refer to pages 2 & 3 of the *Supplied Insert Specifications & Order Submission Form*.



Valpak Supplied Insert Specifications

Supplied Insert Dimensions:

- The Collation equipment has certain design limitations to coincide with the size requirements of the specifications of the final product. This ensures peak performance and mitigates the risk of having missing or doubles of material in envelope.
- Not meeting these minimum and / or maximum dimensions will result in the material being removed from the job, as it cannot be fed into the Collation equipment.

Thickness/Paper Stock:

- The Collation equipment has a limited range of capabilities. One of those limits is the minimum and maximum thickness that can be fed into the Collation equipment. This ensures peak performance and mitigates the risk of having misses or doubles of material in envelope.

Material Quantity Requirements:

- The VMC consumes 3% useable (good) overage in each NTA® that is produced. This equates to 300 pieces for every 10,000. The overage is consumed in the creation of Franchise Samples Paks, First Class Sample Paks, Postal Audit Envelopes, and necessary internal samples.
- There are unique characteristics in booklet products that can create variability in product weight (i.e. glue & trim size being primary factors). These variations can have an effect on the integrity of product counts at both the printer and at the VMC. It is not a given that shortages will occur, but the potential is greater than with other products. Therefore it is recommended that on approved booklets, a 4% overage be factored into each order/version.
- Failure to submit the required overage will result in shortages in the NTA mailing.

Non-Standard Supplied Inserts:

- Supplied inserts that do not meet the Standard Specifications are considered “non-standard” and must be pre-approved by VPDMS.
- Non-standard pieces have the potential to seriously disrupt the output of the Collation department. In an effort to avoid this disruption, as well as not meeting the client / advertiser expectation of mailing their material, it is imperative that non-standard pieces be reviewed to determine if they can be mailed. If approved, there could be conditions for approval, including but not limited to additional fees, limited distribution and/or one time distribution. If you are unsure whether your insert meets the standards, please contact your support personnel at VPDMS for clarification and guidance.



Print Vendor Registration Information:

- Print Vendor Registration is a program designed to have print vendors introduce themselves to Valpak. Registration offers an opportunity to speak directly with the manufacturer regarding production processes and requirements. It is also designed to give the manufacturer an opportunity to ask for clarification on requirements of the VMC, as well as a time when their comprehension of the specification can be measured.
- Non-registered print vendors present a challenge to the VMC in such that the VMC has not been able to assess the comprehension of the spec by the manufacturer. This often results in specifications not being met; some of which have proven very detrimental to the VMC and the Franchise/client/advertiser supplying the material.

Insert Variances:

Length Variance:

- The new Collation system has produced increases in through-put of the material up to 800%. Valpak has modified the processes used to increase production rates from 2,000 envelopes per hour per machine to 18,000+ envelopes per hour per machine.
- Length variation negatively impacts the run rates that can be obtained. Due to the configuration of the Collation system/equipment length variation directly impacts the way the material is fed into the Collators. If the variation is too extreme the material may prove to be non-machineable and will need to be removed from the job.

Flat & Square:

- Similar to the issues encountered with length variation, curl and non-parallel sides can produce the same negative results within the Collation department. Variation in size (length and/or width, curl, & nonparallel material) will decrease Collation run rates and, in extreme / severe cases, the piece will be removed from the job.



Valpak Packaging and Freight/Shipping Requirements

Carton/Boxing Requirements:

2 dimensions not exceeding 16"

- Cartons must not have two dimensions that exceed 16".
- This is to assist in keeping the weight of each carton below 40#'s and also due to equipment limitations as part of the picking process.

Required 3% overage:

- Each NTA is designed to produce 10,300 packs. The additional 300 packs include Dealer Samples, First Class Samples, Postal Audit Samples, and samples used internally.
- Based on piece thickness, internal software indicates how many pieces are to be put into each tote, and how many totes are required for 10,300 pieces. After picking, the material is stored in totes in the short-term warehouse system (HDS). The system is designed to pull in quantities of 10,300; any instances of less than 10,300 is outside of system controls and will cause a delay in processing while additional material is being searched for. This delay impacts material being delivered to the Collation machine, causing a decrease in productivity.
- There are unique characteristics in booklet products that can create variability in product weight (i.e. glue & trim size being primary factors). These variations can have an effect on the integrity of product counts at both the printer and at the VMC. It is not a given that shortages will occur, but the potential is greater than with other products. Therefore it is recommended that on approved booklets, a 4% overage be factored into each order/version.

Boxing versions separately:

- Material of different batches cannot be mixed within the carton.
- Due to the picking and warehouse inventory management processes, and the time constraints for the picking area, it is all but impossible for the VMC to sort / separate mixed materials.

Material in the carton must:

- Lay flat in the box, horizontally.
- This keeps material flat, helping to eliminate bends & curls.
- Material runs on the Collation equipment more efficiently when it is flat, without bends / curl. It allows for Collation to run at higher through put times. If the measurement of the curl is extreme enough, the material will need to be rejected entirely as it cannot be used.



Orientation:

- Material must all face in the same direction to allow picking to meet its requirements for through put. Collation is dependent upon Picking having the correct material stored in HDS at the required time.
- Material that is not orientated within the same direction causes decreases in through, put times at Picking. It can also cause damage to the material (bends/curl) from packaging as such.

Over/Under packed:

- Material must be packed in such a manner that the cartons do not contain too much, or not enough material.
- This helps to keep material from becoming nested due to moving within the carton. It also keeps pieces from being damaged when the cartons are sealed.
- Damaged material causes significant production related issues. Decreased efficiencies and increased production degradation result in an increase in time consumed to complete the required production schedule.

Banding/Dividers:

- Material must be banded or divided to keep material from nesting. This is directed primarily towards multi-panel products.
- This helps to prevent the nesting of multi-panel product (when a flyer becomes lodged within another flyer).
- However, if banding or dividers helps to ensure single panel material stays flat and orientated correctly then it is recommended to package in this manner.

Box Count Consistency:

- The cartons across the batch must be consistently filled.
- This is necessary for inventory purposes as well as a tool to assist in quantity identification if there is a need to identify a select quantity of material (i.e. determine quantity of quarantined material).



Pallet Requirements:

Pallets

- The VMC requires a GMA standard 40" X 48" wooden pallet in good condition. (GMA = Grocery Manufacturers Association)
- The GMA pallet is defined as: 40" Wide X 48" Long with notched stringers to allow 4 way access (4 way pallets).
- Half pallets pose a stability issue when the material is being transported into and out of the ASRS on the STV's.
- Pallets exceeding 40" X 48" are too large to be inducted into the ASRS warehouse systems.
- Failure to meet this spec will require the VMC to down stack material on to a pallet that does meet specifications. The VMC is not staffed to incorporate this into its processes and introduces risk that material could be put away incorrectly (batch identifier mix up resulting in material mailing into incorrect markets/areas); if staff is able to accommodate this process, then additional handling fees will apply.

Mixing batches on a pallet:

- The VMC is designed to expeditiously induct the supplied material into the ASRS warehouse system. Processes are designed around a "hands off" approach. Each time the VMC is required to touch a pallet, the process is degraded. The ASRS warehouse system is designed in such a manner that one batch is equal to one pallet and one pallet location. The operating system that controls the warehouse is written to place and retrieve a single batch per storage location.
- Mixing batches on a pallet requires the VMC to touch the material in order to split on to multiple pallets. This degrades the process and increase the amount of time spent handling the material. The VMC is not staffed in such a manner to be palletizing cartons of supplied inserts and introduces risk that material could be put away incorrectly (batch identifier mix up resulting in material mailing into incorrect markets/ areas); if staff is able to accommodate this process, then additional handling fees will apply.

Shipping Requirements:

- Maximum load dimensions are 40" X 48" X 60"
- The ASRS warehouse system is designed to store and retrieve pallets that are 40" X 48".
 - The STV's, slave boards, the ASRS cranes, and storage locations were designed to handle the standard 40" X 48" pallet. It would have been cost prohibitive to design a system that incorporates all potential pallet sizes.
 - 60" tall pallets (including the pallet itself) were determined to be the maximum height from ergonomics and storage system criteria. Pallets that exceed 60" pose safety issues during the picking process as well as storage issues within the ASRS warehouse system.



Maximum load:

- The maximum load weight per pallet is 3,000 lbs.
 - Total weight including the pallet, cartons, banding, and product must not exceed 3,000 lbs.
 - This is designed as a safety precaution. It allows safe handling of the material by not exceeding the maximum load capacity of the equipment used to move the material.
- Cartons extending beyond edges of pallets:
 - The carton edges must remain within the area of the pallet and not extend past the pallet.
 - This is to provide safe handling of the material by the automated equipment of the warehouse.
 - Automated equipment has predetermined spatial relations that are built into the operating software. Material exceeding those spatial boundaries increases the opportunity for damage to the product and the equipment used to transport, store, and house the product.

Plastic pallets:

- Plastic pallets are not acceptable.
- Plastic pallets allow the cartons to slide from the pallets more easily. This increases the opportunity for damage to the product. Also, Valpak does not want to encourage the use of USPS equipment for non USPS business.
- The VMC would be required to palletize the product on an acceptable pallet (wood). The VMC is not staffed to incorporate this into its processes and introduces risk that material could be put away incorrectly (batch identifier mix up resulting in material mailing into incorrect markets/areas); if staff is able to accommodate this process, then additional handling fees will apply.

Banding / Stretch Wrap:

- All pallets must be cross banded or stretch wrapped.
- This is to avoid product shifting during transportation. Cross banding or stretch wrapping must be done so that the cartons are not deformed, causing damage to the contents.
- Pallets being inducted into the ASRS system have certain physical dimensional requirements that must be met. Failure to meet these requirements can cause the pallets to not fit on the automatic material movement system and / or not fit into the automated warehouse storage and retrieval locations. The VMC would be required to re-band/re-wrap or re-palletize the product to accommodate the warehouse locations. The VMC is not staffed to incorporate this into its processes and introduces risk that material could be put away incorrectly if re-palletized (batch identifier mix up resulting in material mailing into incorrect markets/areas); if staff is able to accommodate this process, then additional handling fees will apply.



Identification Information:

Valpak Order Number:

- The Valpak Order Number, AD Order ID number, or the batch number is the surest way to keep track of the material and ensure that the correct batch is the correct piece of product.
- Without the Valpak Order Number on the pallet placard there is no way for the VMC to continue with its processes of inducting, storing, and picking the material. The material will have to be placed into Quarantine and communication will have to be sent in an attempt to find the correct number. This all takes time, and is out of process. The VMC also has extremely limited floor space for the temporary storage of Quarantined materials.

Quantity per box:

- Each box / carton should have a label on it that includes the quantity contained within that carton. This will allow the VMC the ability to identify shortages within the carton at picking.
- This is necessary for inventory purposes as well as a tool to assist in quantity identification should there be a need to identify a select quantity of material (i.e. in case of having to quarantine material).

Quantity per pallet:

- The pallet placard is required to contain the total quantity in pieces for the entire pallet.
- This is necessary for the induction process. The quantity on the pallet placard is used as the quantity being inducted and impacts the total received.

Printer Identification Number:

- The Printer Identification Number is required as this number is recorded with the batch as it is being received and allows us to track shipment/print vendor at the order level.
- Not having the Printer Identification Number results in a generic number being used. These generic receipts are required to be researched and corrected in the system, in order to properly track print vendor at the order level.



Freight / Shipping Requirements:

- The VMC requires documentation when supplied inserts arrive. This is to ensure that the proper material is being identified with the correct batch number, to ensure all of the material is being received, to update the operating software so the material is reported as received, and to expedite the induction of the material into the ASRS warehouse system.
- The break down on the manifest / BOL is required to include all of the pertinent information required to receive the material:
 - Valpak (10 Digit) Order Number
 - Printer Identification Number
 - Description of the Material
 - Total number of cartons
 - Total number of pallets
 - Total weight
 - 20 samples each of single or versioned printed materials, identified with the Valpak (10 Digit) Order Number or Numbers, be included with the manifest.
- Delivery Appointment
 - The VMC requires that the shipper/freight company schedules a delivery appointment prior to arriving at the VMC.
 - Delivery appointments are required to ensure that the number of deliveries and shipments do not exceed the capabilities of the VMC. Limited dock bays and the staff required to load/unload trucks make scheduling deliveries imperative.
 - Non-scheduled deliveries strain the resources available within the warehouse and can disrupt the receipt of material arriving with a pre-scheduled delivery appointment.
 - Unscheduled deliveries will be accepted only when a slot in the receiving schedule is open. Any penalties incurred from the freight transportation provider are the sole responsibility of the print vendor/client.

