



 Powered by Menasha Corporation

ORBIS Corporation Supplier Guide

Reusable packaging products and services
for a more sustainable supply chain.

A Better Way with ORBIS

orbiscorporation.com

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Section 1: Company Overview

1.1 Who are we?

ORBIS Corporation is a subsidiary of Menasha Corporation, one of the oldest family-owned manufacturing company in the United States. Our mission: *We help our customers protect, move, and promote their products better than anyone else.*

For more than 175 years, Menasha Corporation has maintained a strong customer-focused approach, offering the broadest range of high-quality material handling and packaging products and services across a wide variety of industries. Menasha's long-standing success is rooted in its foresight and courage to innovate – developing new products, expanding into new markets, and challenging traditional ways of thinking.

A subsidiary of Menasha Corporation, **ORBIS** provides reusable plastic containers, pallets, dunnage and bulk systems that improve the flow throughout the supply chain. Our solutions help customers reduce costs, enhance profitability, and advance sustainability goals. As companies continue to optimize their supply chains, demand for cost-efficient, reusable packaging solutions is expected to grow globally.

1.2 Our Values

- *We Care* for each other, our customer, and our communities
- *We Inspire* others to bring their best selves and believe in the power of possibility
- *We Lead* with initiative and pursuit of excellence

1.2.1 ORBIS Quality Policy

At ORBIS we are committed to providing the best value in products and services for our customers, a continuous improvement environment for our employees and long-term growth for our shareholders.

Best value comes from meeting our customers' expectations. Continuous improvement is driven by monitoring, assessing and responding to key business indicators. Long term growth is enabled by achieving these objectives.

1.2.2 ISO9001

ORBIS is certified to the ISO 9001 quality system. Compliance with our quality system standard has become the standard for retaining existing customers and attracting new ones.

As a result, we have standards in place for suppliers that provide processes, products and services that impact the products we produce inclusive of direct materials, tooling (tool, mold, repair, hot stamp die/logo, engravers and die board), and calibration.

ORBIS recognizes that as a company, we need the involvement of our entire supply chain to meet and exceed customer expectations. For this to happen, we require the commitment and support of

our business suppliers. Without the full cooperation of our suppliers, ORBIS' ability to satisfy its customers is unnecessarily constrained.

We are therefore asking our suppliers that do not already adhere to a certified quality system, to develop a quality system using as a guideline the ISO 9001 requirements, or equivalent requirements. To support our evaluation of your quality system, please complete and return the self-survey questionnaire included in the supplier packet.

If you are ISO 9001 certified, we will accept your certificate in lieu of the self-survey.

1.3 Sustainability

As part of Menasha Corporation, environmental stewardship has been embedded in our culture for more than 175 years. From sourcing and design to manufacturing, distribution, the retail aisle, and beyond, we recognize the role we play in the circular economy and are committed to continued leadership in this space. The circular economy – built on the continuous flow and reuse of products and materials – represents the future of a resilient, efficient, and sustainable supply chain.

The three principles of the circular economy include the 3Rs: Reduce, Reuse and Recycle. We are committed to designing out waste through thoughtful design (reduce), keeping products in use for as long as possible (reuse) and repurposing materials to create ongoing value (recycle).

Get circular with ORBIS. When your packaging is at end-of-life, **Recycle with ORBIS** is a convenient program designed to effectively recover, recycle and reprocess packaging into other useful products for your next program. With ORBIS, we help you close the loop, with zero impact to the solid waste stream.

ORBIS is deeply committed to supporting our customers' sustainability while serving as responsible stewards of our planet. Every day, we use data-driven insights to develop packaging and supply chain solutions that reduce our environmental impact.

Through our innovative, turnkey products, solutions, and services, we enable a circular economy – delivering cost savings while minimizing the environmental footprint associated with single-use or expendable packaging. Sustainability at ORBIS goes beyond recycling; it means keeping our customers' products and materials at their highest utility and value throughout their life cycle BEFORE responsibly recirculating them at end-of-life.



1.3.1 Sustainability in Procurement

At ORBIS corporation, sustainability is deeply embedded in our procurement processes. The objective of our sustainable procurement program is to generate positive environmental, social, and economic outcomes. Accordingly, we prioritize suppliers and products that contribute meaningful benefits to the planet and the communities in which we operate.

We expect our suppliers to actively support sustainability initiatives by setting performance metrics and targets to measure and improve their sustainability performance. ORBIS is committed to collaborating with our suppliers on this journey and, when possible, will support goal-setting efforts and provide training to help achieve shared sustainability objectives.

As part of our effort to include sustainability in our procurement practices, we require our suppliers to submit a sustainability survey and may periodically request updates to assess improvement.

1.4 Code of Conduct

ORBIS Corporation's Supplier Code of Conduct defines the expectations for suppliers to comply with all applicable laws and regulations, including those related to labor practices, health and safety, environmental impact, and anti-bribery. Suppliers are expected to promote diversity, prohibit forced or child labor, provide fair wages and working hours, and respect employees' rights to freedom of association.

The Code also emphasizes the importance of maintaining safe working conditions, acting in an environmentally responsible manner, and protecting ORBIS' intellectual property and confidential information. Suppliers must avoid conflicts of interest, conduct business transparently, and maintain policies and controls to prevent corruption and unethical behavior.

Suppliers are required to maintain compliance with the Code, promptly report any violations or concerns, and fully cooperate with investigations. Failure to comply may result in corrective action, up to and including termination of business relationships and potential legal liability.

Section 2: Supplier Set-Up Requirements

2.1 Strategies

In alignment with ORBIS' quality policy, we are committed to procuring the highest quality materials and seeking out suppliers that drive innovative solutions to support mutual long-term growth.

2.2 Selecting Suppliers

In addition to meeting product specifications, suppliers must meet defined requirements to qualify as an approved ORBIS supplier.

All Suppliers:

- Complete Supplier Packet – must be reviewed and approved by ORBIS
- Complete Sustainability Survey – must be reviewed and approved by ORBIS
- Signed Supplier Code of Conduct

- Certificate of Insurance – coverage must meet requirements and name ORBIS as additional insured and the certificate holder; documentation must be submitted to Evident ID to be reviewed and approved. Coverage guidelines are available on the [ORBIS website](#) under *Insurance Requirements for Suppliers*. Any questions regarding insurance requirements or Evident ID should be directed to COI-Inquiry@orbiscorporation.com.

Direct Material Providers, Tooling, Calibration Services, Printing Plates, or Cutting Dies:

- ISO 9001 Certification *or* a completed ORBIS Supplier General Business and Quality Survey – must be reviewed and approved by ORBIS sourcing manager
- Shelf-Life Document for Age Sensitive Material must be completed – if applicable
- Refer to the *Labeling* section of this guide for specific requirements related to age sensitive materials

Contract Molders:

- Contract Molding Technical Survey – must be completed and approved by the ORBIS Contract Manufacturing Group and/or verified through on-site assessment
- Depending on the scope of work, a fully executed Co-Manufacturing Agreement may be an additional requirement

Other Outsource Supplier (Thermoforming, Metal Rack):

- Capability Assessment must be completed by a Sourcing Manager
- Depending on the scope of work, a fully executed Co-Manufacturing Agreement may be required

2.3 Confidentiality

ORBIS and its suppliers may exchange confidential or proprietary information in the course of conducting business, including but not limited to product designs, specifications, pricing, forecasts, technical data, and other commercially sensitive information.

An ORBIS Non Disclosure Agreement (NDA) is required for suppliers providing materials, components, or services used in the manufacture of ORBIS products, as well as for any other engagements where confidential information is shared at ORBIS' discretion.

Suppliers are required to protect ORBIS confidential information and use it solely for the purpose of fulfilling ORBIS business requirements. Such information must not be disclosed to third parties without prior authorization from ORBIS.

Suppliers must maintain appropriate controls and safeguards to ensure ORBIS confidential information is protected within their organization and is only accessible to individuals with a legitimate business need.

2.4 Payment Terms

ORBIS offers two payment term options for new suppliers:

- Net 90 10th/25th prox
- 2% 20 Net 90

2.5 Freight Terms

ORBIS offers the following freight terms for domestic shipments:

- Collect/3rd Party – Utilize our TMS portal for routing
- Prepaid Include – Allowed only if approved during supplier set-up

ORBIS accepts the following freight terms for international shipments:

- FCA Origin
- FOB Port
- DAP Destination – Allowed only if approved during supplier set-up
- DDP Destination – Allowed only if approved during supplier set-up

Please note that all international shipments must include updated country-of-origin information for all items, along with USMCA documentation when applicable. All quotes submitted to ORBIS must reflect the freight terms agreed upon during supplier set-up. Any requested changes must be submitted in writing and approved by the appropriate sourcing manager.

2.6 Supplier Diversity Program

ORBIS recognizes the value of supplier diversity and is committed to developing, encouraging, and supporting diversity throughout our supply chain. We value partnerships with diverse and small business enterprises in our shared goal of delivering superior quality and service to our customers while supporting long-term growth for both ORBIS and our suppliers.

The Supplier Diversity Policy is available on the ORBIS website <http://www.orbiscorporation.com>. If your company has become certified as a diverse business, please notify your ORBIS buyer.

2.7 Information Required for Part Set-Up

2.7.1 Supplier Quote

The following information is required on all quotes or price lists. Other info may also be added per suppliers' processes:

- ORBIS part number and (or) specification number (if provided)
- Supplier part number, if applicable
- Part description
- Country of origin
- Print or drawing revision level (for custom items)
- Quoted price and unit of measure
- Unit of measure conversion factor, if applicable (e.g., 1 carton = 100 pcs, 1 roll = 2,000 ft)
- Lead time, including prototype tooling and parts, and production tooling and parts, where applicable
- For quotes including quantity/price breaks, pricing must begin at a quantity of one (1) or at the minimum order quantity (MOQ), if applicable
- Minimum order quantity (MOQ) clearly identified, if applicable

- Packaging specifications, if known at the time of quotation (e.g., carton, pallet, gaylord, truckload quantity)
- Quote validity period or expiration date (required for custom item)
- Special notes, as applicable

2.7.2 Pricing

All pricing must be quoted in accordance with the agreed upon freight terms. Delivered pricing should be inclusive of all applicable freight costs and duties/tariffs incurred prior to delivery to the ORBIS facility. ORBIS will not accept invoices for additional charges that were not agreed to in writing by the authorized sourcing manager prior to shipment.

For FOB shipments, suppliers are expected to ship from the address provided in the supplier packet. If the ship from location changes, please notify your sourcing manager to determine whether a new shipping location must be entered into our system.

2.7.3 Lead times for Raw Materials

Lead times must be quoted based on your production time plus transportation time to our facility. Quoted lead times are entered into our system to generate expected delivery dates and are used to calculate on-time delivery performance metrics. Accurate lead times are critical for planning purposes and for maintaining good standing as a supplier.

If lead times vary by material or change at any point, suppliers must communicate these changes promptly to the appropriate sourcing manager.

Section 3: PO Acknowledgement and Shipment Information

Suppliers are required to acknowledge acceptance of purchase orders within twenty-four (24) hours of email receipt. Any errors, discrepancies, or questions must be communicated to the ORBIS buyer prior to accepting the purchase order.

Once a purchase order has been accepted, pricing and delivery dates are considered firm and are expected to be met. Failure to adhere to confirmed pricing or delivery commitments may negatively impact supplier scorecard performance.

The Deliver By Date listed on the purchase order represents the expected arrival date at the ORBIS facility, not the ship date.

3.1 Purchase Order

At ORBIS, we are committed to clear, consistent and transparent communication of our purchasing practices. To help ensure our processes are easily understood by our suppliers, we have included a purchase order (PO) example in the appendix. This example highlights key fields and critical information that require particular attention.

All purchase orders must be reviewed upon receipt and confirmed with the buyer within 24 hours.

Any specifications or drawings/prints associated with the PO will be provided at the time of issue. If you do not receive this information, please contact your buyer promptly.

3.2 Shipment Routing

All Shipments are expected to arrive at our plants by the “Deliver By” date listed on the purchase order. Suppliers are responsible for booking transportation far enough in advance to meet this requirement.

Deliveries received after the Deliver By date, without prior communication and buyer acknowledgment, will be considered late and will negatively impact supplier scorecard performance and overall supplier standing.

3.2.1 TMS

ORBIS utilizes a third-party Transportation Management System (TMS) to route collect shipments to our facilities. Suppliers required to ship collect must be set up and trained on the TMS portal prior to shipment. If you have not yet been set up or trained, please contact orb-ocologistics@orbiscorporation.com

TMS shipments requests should be visible in the TMS portal as soon as purchase order is received from an ORBIS facility. Suppliers are responsible for uploading all required shipment documentation into the TMS portal including the Bill of Lading (BOL), Packing Slip, and Certificate of Conformance (CoC) or Certificate of Analysis (CoA), as applicable.

For questions related to scheduling, documentation or managing TMS shipments, please contact orb-ocologistics@orbiscorporation.com.

3.2.2 Collect

If you have not been trained in ORBIS’ Transportation Management System (TMS), please follow the instructions below for collect shipments paid by ORBIS. Access to ORBIS TMS is available at: <https://orbis.mercurygate.net/MercuryGate/login/mgLogin.jsp>

TMS routing applies to all ORBIS-paid LTL, full truckload, and expedited shipments. UPS Parcel shipments are excluded.

UPS Parcel Shipments

- Applicable for shipments under 110 pounds, less than 96 total in length, and less than 130 inches total length plus girth, with a minimum volume of 17,280 cubic inches
- Ship via UPS Parcel using the UPS account number provided on the ORBIS purchase order
- Do not route UPS parcel shipments through TMS

LTL (Less-Than-Truckload) Shipments

- Applicable for shipments of over 110 pounds and under 10,000 pounds, and up to 15 linear feet

- Access to ORBIS TMS using link:
<https://orbis.mercurygate.net/MercuryGate/login/mgLogin.jsp>
- Contact CH Robinson – Green Bay for routing instructions
 - Email: Orbispickups@chrobinson.com
 - Phone: 866-281-4864 → Option 1 → Option 1
- Same day pickups must be tendered by 11:00 AM local time
- Include the following Bill-To address on the BOL for all LTL shipments:

ORBIS Corporation
C/O CHRLTL
14800 Charlson Rd. Ste 2100
Eden Prairie, MN 55347

Truck Loads

- Applicable shipments over 10,001 pounds or greater than 15 linear feet
- Access to ORBIS TMS using link:
<https://orbis.mercurygate.net/MercuryGate/login/mgLogin.jsp>
- Submit a pick-up request using the form at: [Transportation Request Form](#)
<http://transport.orbiscorporation.com> or email orb-ocologistics@orbiscorporation.com
- Include the following Bill-To address on the BOL for all full truckload shipments:

ORBIS Corporation
c/o Williams & Associates
405 East 78th St
Bloomington, MN 55420

Expedited Shipments

All expedited shipments (including same-day or expedited carrier) must be approved in advance by an ORBIS Buyer or Sourcing representative.

- Submit a pickup request using the [Transportation Request Form](#) or email ORB-OCOLogistics@orbiscorporation.com
- Include buyer or sourcing approval with the request
- Add the following Bill-To address to the BOL for all expedited shipments:

ORBIS Corporation
c/o Williams & Associates
405 East 78th St
Bloomington, MN 55420

3.3 Shipment Paperwork

Each shipment must include a Bill of Lading (BOL) and either a Certificate of Conformance (CoC) or Certificate of Analysis (CoA), as applicable, for suppliers providing direct material use in production, calibration services, or tooling/tooling repair to ORBIS Corporation.

A Certificate of Conformance (CoC) certifies that a product or service meets ORBIS specifications and other applicable requirements. At a minimum, the CoC must include:

- Supplier name
- Product or service identification
- Applicable inspection or testing information
- A statement confirming compliance with ORBIS requirements

A Certificate of Analysis (CoA) verifies that a product meets specific material standards defined by ORBIS. CoAs must be shipment-specific and include:

- Supplier or manufacturer name
- Product identification and applicable specifications
- Issue date
- Authorized signature

The BOL and the applicable CoC or CoA may accompany the physical shipment, however, electronic copies must be emailed to the plant buyer contact at the time of shipment.

For materials containing steel or aluminum, suppliers must provide melt, pour or smelt information to their ORBIS Buyer prior to delivery.

When required, USMCA documentation must be emailed to ORB-OCOLogistics@orbiscorporation.com.

Product cannot be received by ORBIS without a valid CoC or CoA in accordance with ISO 9001 requirements. Shipments received without required documentation will be recorded and may negatively impact supplier scorecard performance and supplier standing.

3.4 Packaging / Labeling of Shipments

Each packaging unit – including label core, inner carton, master carton, gaylord, and pallet – must be clearly labeled to support ISO raw material traceability requirements within ORBIS facilities.

For detailed packaging and labeling requirements, including label placement examples, please refer to Figure 2: ORBIS Packaging and Labeling Examples in the Appendix.

- Supplier Name
- ORBIS purchase order (PO) number
- ORBIS material number
 - Refer to the *How to Read a PO* section for the material number location
- ORBIS item description
- Quantity
- Lot Number
- Country of origin (COO)
- Manufacture date (required for shelf-life or age-sensitive materials)
- Expiration date (required for shelf-life or age-sensitive materials)

Product cannot be received by ORBIS without proper labeling in accordance with ISO 9001 requirements. Shipments delivered without compliant labeling will be documented and may negatively impact supplier scorecard performance.

3.5 Invoicing Requirements

When a supplier invoice fully complies with ORBIS requirements, it can be processed through the ORBIS payment system on the first submission, without the need for manual correction or additional verification. A high first-time invoice match rate enables invoices to be paid on time.

Data accuracy is critical to achieving first-time invoice matching and includes, but is not limited to, the following:

1. Correct and valid PO number or AAM Number (if issued by your ORBIS buying representative)
2. Corresponding PO line-item details
3. Correct remit-to address
4. Accurate pricing, currency, quantities and unit of measure
5. Credit memos that clearly reference PO number, PO line-item number, and amount to be applied
6. Accurate tax amounts, listed separately from the invoice subtotal
7. No freight charges listed on invoices (exception apply for Mexico and Canada)

Any discrepancies between the invoice and the ORBIS system will result in payment delays and may require invoice rejection, correction and resubmission.

Invoices submitted without an accurate PO number or AAM number will be automatically rejected by the system without notification. Suppliers are responsible for ensuring this information is included on every invoice. ORBIS will not forfeit any agreed-upon early payment discounts due to delays resulting from improper or non-compliant invoice submission by the supplier. Timely payment is dependent on the supplier's ability to submit invoices that fully comply with ORBIS invoicing requirements.

All invoices must be submitted to:

SSC.AP@menasha.com

3.6 ORBIS Receiving of Shipments

ORBIS utilizes one or more of the following methods to verify that materials received from internal and/or external suppliers meet or exceed requirements of the purchase order and applicable material specification:

- Receipt of statistical data, including supplier-provided raw material testing results (e.g., Certificates of Analysis)

- Internal receiving inspection and/or testing
- Second- or third-party audits or assessments of supplier facilities
- Part evaluation or testing conducted by accredited contractors or laboratories
- Supplier certifications or warrants confirming compliance

Any shipment that fails to meet purchase order requirements, material specifications or testing criteria may be rejected and returned to the supplier at the supplier's expense.

Section 4: Contract Manufacturing

4.1 Contract Manufacturing Purchase Order Requirements

Purchase Orders (POs) issued by ORBIS Contract Manufacturing Specialists must be reviewed and confirmed within twenty-four (24) hours of receipt, in accordance with standard ORBIS practice. All PO acknowledgements must be sent directly to the Contract Manufacturing Specialist who issued and distributed the PO.

Suppliers are required to respond within 24 hours with a confirmed delivery date and to promptly communicate any issues that may impact delivery, quantities, or compliance with purchase order requirements.

The delivery date indicated on the PO represents the date the product is expected to arrive at the specified delivery address, not the ship date. Failure to confirm or meet the delivery date may impact supplier performance metrics.

4.2 VIPER – Vendor Interactive Portal & Express Reporting

ORBIS VIPER is a secure, portal-based platform used for exchange information between ORBIS and its suppliers. Through Viper, ORBIS provides purchase orders, customer-directed sales order and shipping information, and information related to ORBIS-supplied materials.

Suppliers use Viper to:

- Acknowledge purchase orders
- Confirm delivery dates
- Provide production status information, when applicable
- Confirm receipt of ORBIS-supplied materials
- Submit shipping information for customer-direct shipments, when applicable

Access to VIPER requires supplier user setup. To request access or obtain additional information, please contact your ORBIS associate.

Once set up, training resources are available within VIPER under:

General Information → VIPER Training/Forms tab.

Section 5: Supplier Accountability

5.1 Supplier Score Card

Suppliers providing direct materials, tooling and tooling repair, and calibration services are evaluated monthly for on-time delivery (OTD) and quality performance.

If a supplier's OTD performance falls below the established monthly target, a late delivery notification will be issued. This communication allows the supplier to investigate the cause and discuss corrective or improvement actions with their ORBIS Buyer and Sourcing Manager.

If a supplier fails to meet the OTD performance target for two consecutive months, a Corrective and Preventive Action Request will be issued.

Corrective and Preventive Action Requests may be issued for supplier quality issues that result in material rejection or nonconformance.

When a corrective action plan is required due to a quality concern, the supplier must complete and respond to the request by the dates specified on the form. Any questions regarding required data, root cause analysis, or timing must be communicated to the Sourcing Manager immediately.

ORBIS is committed to working collaboratively with our suppliers to resolve quality issues in a timely and effective manner. However, failure to comply with ISO 9001 Corrective and Preventive Action requirements may result in supplier being blocked in the ORBIS system until compliance is achieved.

Suppliers requiring assistance with corrective or preventive action requests should contact their ORBIS representative (Buyer or Sourcing Manager).

5.2 Review of Suppliers

ORBIS routinely monitors supplier performance to ensure expectations are consistently met. Failure to provide required documentation with shipments or to comply with labeling requirements will be addressed immediately by the Buyer and formally documented.

5.3 Price Change Requests

All price change requests must be reviewed and approved by the appropriate ORBIS Sourcing Manager. Requests (e.g., revised price list or updated quotations) must be submitted **at least eight (8) weeks prior** to the proposed effective date. This timeline allows sufficient opportunity for review, discussion, approval or rejection, and system updates to item pricing.

Price change requests must include:

- A clear explanation of the reason for the proposed change
- Updated pricing details and calculations, where applicable

Where relevant, price adjustment mechanisms (such as frequency and triggers tied to commodity index fluctuations) should be clearly defined and mutually agreed upon in advance. Unplanned or ad-hoc price changes submitted at the time of order placement will not be accepted.

5.4 Communication

ORBIS is committed to delivering exceptional customer service to our customers, and this commitment depends on timely, clear communication from our supplier partners. Suppliers are expected to meet the response-time standards outlined below:

- New product Quotes
 - Standard materials, capital purchases, and outsourced products: Initial response within 1–2 business days
 - Response time may vary depending on the complexity or scope of the request
- Purchase Order (PO) Acknowledgement
 - All Pos must be reviewed and acknowledged within 24 hours of receipt
 - Any discrepancies – including pricing, quantities, specifications, or delivery dates – must be communicated within this timeframe
 - If delivery cannot be met within the agreed lead time reflected in the ORBIS system, or if a supplier commits to a more favorable lead time and fails to achieve it, a late delivery hit will be recorded against the supplier's performance
- Missing Shipping Documentation
 - Response required within three (3) hours or less
 - Missing or delayed documentation will be recorded as a shipment error and reflected on the supplier scorecard
- Quality Complaints
 - Response expectations will be defined at time of issuance and must be met as communicated
- Any Other Communication
 - Response requested within 24 hours

Section 6: Visiting ORBIS Facilities

To protect ORBIS confidential information and intellectual property, a fully executed Non-Disclosure Agreement (NDA) must be in place prior to any visit to an ORBIS facility. Facility access will not be granted until the NDA requirement has been satisfied.

If an NDA is not already on file, please contact your ORBIS representative to initiate the process.

6.1 Health and Safety at ORBIS

ORBIS is committed to maintaining safe, healthy, and environmentally responsible operations. Suppliers are expected to uphold comparable standards and comply with all applicable environmental, health, and safety (EHS) requirements.

- Worker Safety:
 - Suppliers must provide a safe and healthy working environment for all their employees and maintain processes and policies that ensure compliance with all applicable local, regional, and national regulations.

- Suppliers shall maintain formal processes for hazard identification, control, and elimination, including but not limited to chemical, physical, and ergonomic risks.
- Suppliers are responsible for ensuring employees receive appropriate safety training and are informed of job-related hazards and safe work practices.
- Environmental Protection:
 - Suppliers are expected to comply with all applicable environmental laws and regulations, including those governing air emissions, water discharges, and waste handling.
 - Suppliers shall maintain programs to minimize waste, ensure proper waste disposal, and, where feasible, promote recycling.
 - ORBIS encourages suppliers to implement initiatives focused on efficient use of natural resources, including water, energy, and raw materials.
- Material Handling and Use:
 - ORBIS endeavors to comply with global regulatory requirements such as REACH and TSCA, including initiatives to eliminate PFAS from our processes. Suppliers must provide letters of compliance and/or supporting documentation upon request.
 - Suppliers shall comply with regulations related to the handling, storage, and disposal of chemicals, including safety data sheet (SDS) requirements.
 - ORBIS encourages suppliers to use sustainable materials and reduce the environmental impact of materials used in manufacturing processes.
- Other EHS Aspects:
 - Suppliers must establish procedures for reporting and investigating incidents, near misses, and regulatory non-compliance within their operations.
 - ORBIS reserves the right to audit facilities, inspect operations, or request documentation related to supplier compliance with EHS regulations and ORBIS requirements.
 - Suppliers are encouraged to pursue continuous improvement in EHS performance.
- Visitor Safety
 - All visitors must sign in and obtain a visitor badge and remain escorted at all times while on ORBIS property
 - Site-specific safety orientation will be provided by site contact and may include emergency procedures, injury reporting, medical services, and personal protective equipment (PPE) requirements
 - Jewelry (including rings, watches, bracelets, and necklaces) is not permitted in production areas
 - Appropriate footwear is required in manufacturing areas; high heels and open-toe or open-back shoes are prohibited
 - ORBIS facilities are smoke free. The use of tobacco products is prohibited while on site.

Appendix:

Figure 1: ORBIS Purchase Order Example

(Please See Final Page for any Notes with an * in them)



Purchase Order #

Purchase order 4501338069

Vendor # (Assigned by ORBIS)

<p>Vendor #204028 DLB EVALUATED</p> <p>[Redacted]</p> <p style="text-align: center;">Vendor Information (Name, Address, and Contacts)</p> <p>Phone: [Redacted] Email: [Redacted]</p>	<p>PO Date Issue date March 4, 2025</p> <p>Deliver By Mar 7, 2025 to the Final Destination location below (delivery date is irrespective of Incoterms)</p> <p>1.* Due date</p> <p>Payment Terms 2% 20 DAYS NET 60</p> <p>Currency USD</p> <p>Incoterms 2.* Freight Collect Third Party</p> <p>Collect/Collect 3rd Party</p> <p>Freight Bill to: Per the Shipments terms below</p>
<p>Ship To</p> <p>ORBIS - GEORGETOWN PLANT</p> <p>[Redacted]</p> <p style="text-align: center;">3.* Delivery Address</p>	<p>Invoice To</p> <p>EMAIL IN PDF TO: ssc.ap@menasha.com</p> <p>OR mail to: ORBIS Corporation</p> <p>C/O Menasha Shared Service Center</p> <p>PO Box 278</p> <p>Neenah, WI 54957-0278</p> <p style="text-align: right;">4.* Email for Invoices</p>
<p>Shipments:</p> <p style="text-align: center;">Routing Instructions</p> <p>Labeling Instructions:</p> <p style="text-align: center;">How to Label Shipment</p> <p>Adhesive Label Specification:</p> <p>CoA/CoC:</p> <p style="text-align: center;">5.* CoC/CoA Instructions</p> <p>Sellers Working On-site:</p>	<p>Seller shall route collect shipments in accordance with ORBIS' Inbound Collect Routing Matrix, accessible at: https://www.orbiscorporation.com/en-us/supplier-info/, which is incorporated herein by reference.</p> <p>For full truck load shipments, Seller shall include the following billing address on the applicable bill of lading: ORBIS Corporation, c/o Williams & Associates, 405 E 78th St, Bloomington, MN 55420.</p> <p>For less than full truck load shipments, Seller shall include the following billing address on the applicable bill of lading: ORBIS Corporation, c/o CHRLTL, 14800 Charlson Rd, Ste 2100, Eden Prairie, MN 55347.</p> <p>For small parcel shipments sent via UPS, Seller shall use UPS Collect Number: 218A9R. Small parcel shipments shall not exceed a total of 165 inches, calculated as follows: L + 2xW + 2xH.</p> <p>Each unit shipped (e.g., inner case, master case, gaylord, or pallet) must be clearly labeled with: Seller's name; the applicable ORBIS item or material number (if PO includes such number); the applicable ORBIS item or material description; the total unit quantity; the applicable lot number; the applicable ORBIS PO number; and for shelf-life items, the manufacture date and expiration date. Any label rolls must be labeled on the inner core with the same information.</p> <p>Seller warrants and guarantees that all adhesive labels shipped pursuant to this PO will conform strictly to ORBIS spec 116666, unless an alternative specification is expressly agreed to in a writing hand-signed by an authorized representative of ORBIS.</p> <p>For goods shipping to an ORBIS facility or a third-party contracted manufacturer, Seller shall include a copy of the Certificate of Analysis (CoA) or Certificate of Conformance (CoC) with the shipment, unless a PO line item states that the CoA/CoC is not required for such good.</p> <p>For goods shipping directly to an ORBIS customer, Seller shall not include a copy of the CoA or CoC with such shipment unless otherwise requested in this PO.</p> <p>When performing Work on-site at an ORBIS facility, Seller shall comply with ORBIS' Minimum Insurance Requirements for Suppliers, accessible at: https://docs.orbiscorporation.com/supplierinsurancereqs, which are incorporated herein by reference.</p>

Purchase order 4501338069

Terms and Conditions of Purchase: This transaction will be governed exclusively by ORBIS' Terms and Conditions of Purchase, accessible at: <https://docs.orbiscorporation.com/tandcpurchase15>, which are incorporated herein by reference.

Item	Material/Description	Quantity	UM	Unit Price	Tax	Net Amount
10	00116467 ID PL ORB 6X3 WHT/GRN HDMA A1 6X3 ID PLATE WHITE WITH GREEN PRINT STANDARD 1/4" HOLES HDMA A1	400	EA Unit of Measure	0.73 / EA	N	292.00
Total USD						292.00

Orbis Buyer Name and
 Contact information - For any
 communication about PO

Tina Tackett

AUTHORIZED SIGNATURE
 TINA TACKETT

Phone: [REDACTED]

Email: [REDACTED]



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Figure 2: ORBIS Required Packaging and Labeling Examples

ORBIS requires the use of GS1-128 compliant labels to support accurate identification, traceability, and efficient receiving processes across all ORBIS facilities. The GS1-128 standard defines how key data elements are structured, encoded, and presented in both barcode and human-readable format.

All suppliers must ensure that GS1-128 labels:




- Contain the required ORBIS data elements
- Are scannable and legible at the time of receipt
- Match the human-readable text exactly to the encoded barcode data

The following example illustrates the standard GS1-128 label format used by ORBIS. Actual label layout may vary by supplier; however, all required data elements must be present.

GS1-128 is a barcode used on cases and pallets that can contain identification codes and additional information such as a dates, weights and batch numbers.

- GS1-128 labels help to meet the international and domestic requirements related to security and traceability.
- The combination of GS1-128 label and electronic notification such as ASN shortens the time for delivery to the warehouse by 66%.
- It helps automate warehouse processes and distribution.

GS1-128

From: Vendor Name Shipping Address City, State ZIP S08 0011223	To: Customer Name 123 Main Street New York, NY 10001
SHIP TO POSTAL CODE (420) 08016 	CARRIER: UPSN
PO: 11345876RT	
Qty: 23	
Style: 1232-6789	Color: Purple
Size: Large	
Store number (92) 001 	For: Store #: 001 127 W 45th Street New York, NY 10010
SERIAL SHIPPING CONTAINER (00) 0 0098016 200576363 6 	

Postal code

Carrier

Number of items

Purchase order number

Store number

Store address

Serial Shipping Container Code

Pallet Labeling Requirements



- Pallets must be labeled on all four (4) sides
- Labels must be placed in the upper right-hand corner of each side, when facing the pallet
- Labels must be securely affixed and clearly visible after stretch-wrapping
- All pallet labels must meet GS1-128 requirements and include required ORBIS traceability information

Failure to label pallets on all four sides may result in receiving delays or nonconformance documentation.

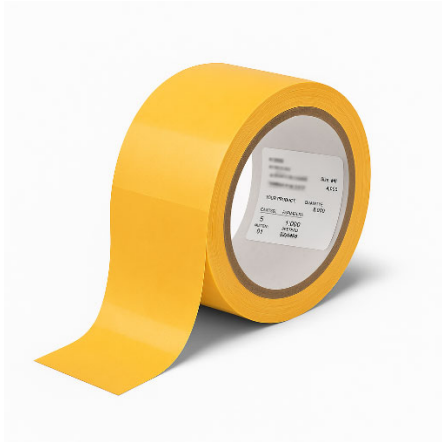
Box / Carton Labeling Requirements



- Each box or carton must be labeled on:
 - The top of the box, and
 - At least one (1) vertical side
- Labels must remain visible and legible during handling, storage, and transit
- Label content must meet ORBIS traceability and GS1-128 requirements

Boxes that are not properly labeled on both required surfaces may be rejected at receiving.

Roll Label (Label Core) Requirements



For rolls of labels supplied to ORBIS:

- The outer shipping box must be labeled per ORBIS box labeling requirements
- Each individual label roll must be labeled on the interior core
- Core labels must remain intact and readable for identification during internal use

Label rolls delivered without proper core labeling may result in nonconformance documentation or usage delays.

Important Note on Compliance

Proper packaging and labeling are required to support ISO 9001 traceability, accurate inventory management, and efficient material flow within ORBIS operations. Shipments received without compliant labeling may be delayed, rejected, or recorded against supplier performance metrics.

IMPORTANT NOTES

1. Deliver By Date

The date by which the product or service is required to arrive at the ORBIS facility. Product must be delivered to the Ship-To address on or before this day.

2. Incoterms / Freight Terms

The freight terms agreed upon for the order. Suppliers must ensure they can comply with the listed terms. If there are any issues or questions, suppliers must contact their ORBIS Buyer immediately.

3. Ship -To Address

Identifies the delivery location for the order. If this field is blank, delivery address may vary by PO line item; in such cases, the specific Ship-To address is listed within each line.

4. Invoice Submission Address

Invoices must be submitted to the following email address:

SSC.AP@menasha.com

Suppliers must ensure all invoices comply with ORBIS invoicing requirements. Non-conforming invoices will be rejected and returned for correction.

5. CoA / CoC Instructions

Certificates of Analysis (CoA) and/or Certificates of Conformance (CoC), when required, must accompany the shipment. Product delivered without the required documentation will be rejected.

Summary of Major Changes

Date of Update	Update Made
6/01/2026	Supplier Guide Published

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