



HOME HARDWARE STORES LIMITED

Supplier Guide

Support Document



MEASUREMENT and WEIGHT GUIDELINES

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MEASUREMENT and WEIGHT GUIDELINES

1 Introduction

HHSL Package Measurement Rules have been published for the mutual benefit of HHSL, Home Suppliers and Dealers. This information is designed to assist in the implementation and maintenance of linear and weight package measurement data at HHSL.

The objective of package measurement data is to optimize the supply chain, to increase profitability and enhance the competitive advantage of HHSL, Dealers and Suppliers.

To help accomplish this objective, the following targets have been established:

- ◆ Ensure 100% of items listed in our HHSL data base contain accurate and consistent dimensional measurement and weight at all packaging levels.
- ◆ Develop policies, procedures, and systems within the supply chain that will facilitate the successful implementation of this data.
- ◆ Provide Dealers, Suppliers, and HHSL associates with helpful information about measurement data.
- ◆ Develop an audit and control system for ensuring the ongoing accuracy of measurement data between HHSL, Dealers and Suppliers.

1.1 The Rules and Standards

HHSL adheres to the best practice guidelines and rules for all measurement and weight data as governed by GS1. The GS1 general specifications have been developed to help provide a consistent, repeatable process to determine measurements and weight for a given product package. For further reference please review the following GS1 links:

- ◆ [*GS1 Global*](#) or the Canadian website at [*GS1 Canada*](#)
- ◆ [*GS1 Package Measurement Rules*](#)
- ◆ [*GS1 TI/HI Guide*](#)



1.2 The Requirements

HHSL requires that all of its Suppliers provide accurate measurement and weight data for each product's unique GTIN identified packaging levels. HHSL use this dimensional information in our Warehouse Management System (*WMS*) and Transportation Management System (*TMS*) in each of our Dealer Support Centres (*DSC*). These systems rely on accurate information as an essential part of our daily operations.

All items listed in our item data base are required to have accurate measurement and weight data for all levels of packaging hierarchy. Please note that at the pallet level, we also require TI/HI information as outlined in [section 2.6 Pallet TI/HI Configuration](#) of this document.

HHSL expects all Home Suppliers to:

- ◆ Verify that HHSL has been provided with accurate measurement and weight data for all items you list in our corporate data base. A listing of these items is available upon request from your Merchandise Manager.
- ◆ Provide this same dimensional information on any new items being added to the HHSL corporate data base at the time of listing.
- ◆ Communicate any changes to the dimensions, weight or TI/HI information for any items listed in our corporate data base prior to product shipment. (*will typically require an associated GTIN change*).
- ◆ Appoint a “Product Measurement Contact” to work with HHSL for the purpose of ensuring that our measurement and weight data is current and accurate. Please communicate this individual's name and phone number to HHSL's Content Coordinator.

1.3 Dimensional and Weight Measurement Contact at HHSL

If you have any questions concerning the use of measurement and weight information at HHSL, please contact our Content Coordinator via e-mail at: productmeasurements@homehardware.ca.



2 Metric and Imperial Dimensions

HHSL's systems (*not consumer packaging*) require imperial weight and dimension measurements. If your Supplier data is in Metric, convert it to imperial using the conversion rates below.

HHSL allows up to two (2) decimal places for linear dimension measurements and three (3) decimal places for weight measurements. The level of precision is left to the discretion of the Supplier.

The following rounding rules have been established as the minimum level of precision required.

2.1 Linear Measurements

Linear dimensions measures are to be rounded up to a two (2) decimal places as follows:

- ◆ Inches are always rounded up to the nearest hundredth of an inch
- ◆ E.g. 2.942 inches would become 2.95 inches

2.2 Weight Measurements

Weight data measures are to be rounded up to a three (3) decimal places as follows:

- ◆ Pounds are always rounded up to the nearest thousandth of a pound
- ◆ E.g. 2.9421 pounds would become 2.943 pounds

2.3 Conversion Factors

The following conversion factors must be used:

- ◆ 1 inch = 25.4 mm
- ◆ 1 mm = 0.03937 inches
- ◆ 1 lb. = 0.45359237 kg
- ◆ kg = 2.2046226218



2.4 How To Take Proper Measurements

There are many details involved in taking proper linear measurements. One set of rules applies to the sellable “EACH” or Consumer (*End User*) Trade Items, while a second set of rules applies to the Non-Consumer Trade Items levels of the hierarchy. Please review the document [GS1 Package Measurement Rules](#) for further reference.

Section 4 of the GS1 Package Measurement Rules document covers the sellable “Each” or “Consumer Trade Item” level, with some key areas of interest being:

- ◆ Determining the Default Front of an item
- ◆ Determining the Height Width and Depth
- ◆ Detail for numerous different types of packaging

Section 5 of the GS1 Package Measurement Rules document covers the “Non-Consumer Trade Item” levels, with some key areas of interest being:

- ◆ Determining the Natural Base
- ◆ Determining the Height Width and Depth
- ◆ Detail for numerous different types of packaging

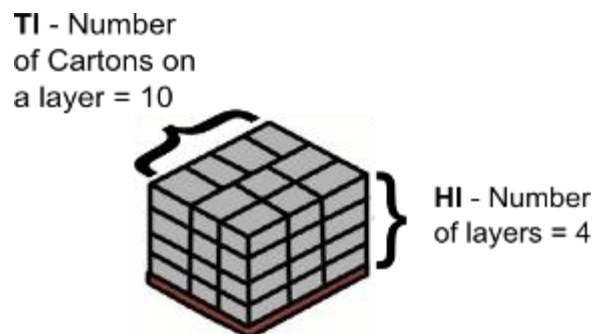
2.5 Packaging Hierarchy for Measuring

HHSL requires accurate linear measurement and weight measurement data for “Each”, “Inner” and “Case”. For definitions of these levels, please see *section 3.2 Barcodes and Packaging Hierarchy - Point of Sale* in the [Barcode Guidelines Support Document](#).

2.6 Pallet TI/Hi Configuration

HHSL requires the TI/Hi data on any items being shipped to us on a pallet. Ti Hi is a concept used to describe how a product is stacked on a pallet. The “TI” is the number of cartons on a layer, and the “HI” is the number of layers on a pallet.

For the example, the TI/Hi displayed below would be 10 x 4.



NOTE: HHSL has height restrictions on pallets. Please refer to *section 9.3 Pallet Requirements* in our main [Supplier Guide](#).



2.7 Maintenance of Linear and Weight Measurement Data

Ensuring the ongoing accuracy of Linear and Weight Measurement Data is the responsibility of both HHSL and Suppliers. As a result, both of these groups share the responsibility for linear and weight measurement data accuracy in the following manner:

HHSL - will provide our Dealer Support Centres with a process for reporting inaccurate linear and weight measurement data. Our Content Coordinator will discuss any such issues with the appropriate Merchandise Manager. This can result in a Supplier notification, problem investigations and administration. Any subsequent problem will be a cooperative effort between the Content Coordinator and that Merchandise Manager.

Supplier - HHSL requires that Suppliers perform periodic quality checks on linear and weight measurement data. Any new product offered by the Supplier must include linear and weight measurement data in accordance with HHSL requirements. Any changes to HHSL products affecting either of these measurement data elements must be reported to the appropriate Merchandise Manager at HHSL 60 days prior to the product shipment.



3 Supplier Guide Glossary of Terms

Please see the Supplier Guide Support Document [Glossary of Terms](#) for a listing of all terms used within the Supplier Guide and all support documents.