



# Vendor Compliance Information

Effective 02/01/2005

## I. Routing & Shipping Instructions

Receiving hours are 7:00 AM til 12:00 PM

Please notify receiving department at (817) 652-2799, for emergency deliveries when normal receiving hours cannot be met.

If freight terms are “collect”, please utilize specified carrier on PO.

All PO’s must be shipped to delivery location as specified on PO.

Any shipment equal to or over 30 linear feet requires a 24 hour advance notice; please call (817) 652-2799 for delivery appointment.

Multiple shipments to same location, on same day must be combined on a single bill of lading.

Collect shipments 100 lb. or less please ship Fed Ex ground collect.

All LTL or TL shipments must be palletized.

## II. Labeling Requirements

Parcel shipments require all cartons be marked with our item number, item description, quantity shipped and PO number.

Cartons must be labeled as “1 of 3”, “2 of 3” etc.

**Palletized shipments require each pallet be marked with our item number, quantity shipped, and PO number**

**Pallets must be marked as “1 of 3”, “2 of 3” etc.**

### **III. Packing List Requirements**

**Packing list must be affixed to outside lead carton, or pallet**

**Packing list “must” include the following:**

**PO number**

**Our item number**

**Our item description**

**Quantity shipped, must be listed in stock keeping units. If ordered in rolls, linear feet etc., then packing list must have the proper conversion listed.**

**Total cartons shipped**

**Total pallets shipped if applicable**

### **IV. Bill of Lading Requirements**

**Bill of Lading “must” include the following:**

**Correct ship to address, as provided on PO**

**All Purchase order numbers**

**Total carton count**

**Total weight**

**Total skid count**

**For shipments equal to or more than 30 linear feet, please note “Carrier call 24 hours in advance to schedule a delivery appointment, (817) 652-2799”.**

**We have read the Vendor Compliance Information, provided by TSI, LDI, and SHP, and understand that all goods shipped must comply with the standards outlined on previous pages.**

**Date \_\_\_\_\_**

**Authorized Signature \_\_\_\_\_**