



Date: February 22, 2006

Direct Material Supplier Inbound Specifications

PHYSICAL ATTRIBUTES

- **Unit of Measure**
 - Supplier to use standard Unit of Measure as described on the Purchase Order (PO) (e.g. pounds = pounds, not count of sheets, or kilos, quantity ordered = actual quantity)
 - Suppliers to be consistent with ABL/Oracle unit of measure practices

- **Palletization Requirements**
 - All shipments should be on a pallet.
 - Minimal number of mixed pallets. Pallets with quantity of 1/3 of a full pallet or more should not be mixed. *All mixed pallets to have special placard and packing slip.*
 - Pallets to conform to standard pallet specifications set by ABL (size/dimensions/quality/ suitable for export when required)
 - Stretch Wrap (proper application, if applicable)
 - Security Tape/Seal

NOTE: TO FACILITATE PAYMENT and ELIMINATE “INVOICE” HOLDS

1. **Master Packing List** that clearly identifies everything on shipment with the following information:
 - a. Packing List Number – **clearly** noted/circled/stamped located near top right corner, ideally a label such as:
“Packing List Number: 999999”
 - b. Acuity Part Number
 - c. Description of Parts
 - d. Quantity of Parts per container
 - e. Number of containers/pallets
 - f. Acuity Purchase Order Release Number

2. *If the above Packing List Number cannot be easily located at the top right corner of the Packing List, then create a separate sheet with the Packing List Number noted. Remember, this is to facilitate payment processing!*

3. **IN BOUND SHIPMENTS MUST HAVE A PO/RELEASE ACCEPTED BY THE SUPPLIER** (material, quantity and pricing that you have agreed to). Any mismatches will cause the invoice(s) to be delayed for payment. **DO NOT SHIP ANYTHING WITHOUT A PO/RELEASE!** Acuity is not liable for anything provided without an Accepted (by Supplier) PO/RELEASE.