Date: 01/02/04



Receiving Requirements

Farmout/Outsource



Paperwork Requirements:

All shipments shall have a numbered packing slip and include:

Worzalla's purchase order number and line number;

vendor's name;

quantity of pallets in the shipment;

quantity of material on each pallet.

Pallet /Skid Requirements:

Pallet boards and runners shall be unbroken.

Load Requirements:

Pallets shall have a protective material placed on the pallet/skid boards.

Product is to be stacked within the perimeter of the pallet/skid.

Maximum load height (from floor) 53".

Product shall have protective top and corners.

Product shall have 2-way metal/vinyl banding and film wrapped; or adequately protected from loss/damage during shipment.

Removable sample(s) of product shall be attached to the top or front of one load.

Identification Requirements:

All loads must include two identification tags - front/side and include:

Worzalla's purchase order number and line number;

vendor name;

quantity of material on pallet;

description of material on pallet;

pallet identification (i.e. 1 of 5, 2 of 5, etc.).