



Receiving Requirements

Paper Suppliers Sheeted Materials



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 skids in the shipment;
quantity of material on each skid;
one (1) tier per skid, unless noted on P.O.
certified material shall have FSC/SFI CoC #

A mill run profile shall be included for each P.O.

Can be attached with the paperwork **and/or**
provided by electronic means - email, fax prior to receipt of shipment.

Skid Requirements:

Skids **shall** have one piece runners.

Load Requirements:

Skids shall have a protective material placed on the skid boards.
Product is to be stacked within the perimeter of the skid.
Maximum load height (from floor) 53".
Product shall be wrapped with a protective moisture barrier.
Skids shall have 2-way metal or vinyl banding.

Identification Requirements:

All loads must include two identification tags - front and side and include:
Worzalla's purchase order number and line number;
vendor name;
quantity of material on skid;
description of material on skid;
skid identification (i.e. 1 of 5, 2 of 5, etc.).
certified material shall have the FSC or SFI logo