



NA-FG RECEIVING SPECIFICATIONS	DATE: Jan 2021	FORM: FG30000	REV: B	PAGE: 1 OF 7
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Receiving Requirements for Incoming Finished Goods

(Requirements for ASN, Packing Slip, Shipping Label, Carton Label, Pallet Quantity and Delivery)

Advance Shipping Notice (ASN)

DEFINITIONS AND INSTRUCTIONS ASN: A notification of pending deliveries, similar to a packing list. An ASN can be used to list the contents of a shipment of goods as well as additional information relating to the shipment

- Conectiv requires an ASN for all inbound shipments
- Suppliers must comply with EDI ASN Iguide. (ref. EDI ASN 850 Iguide)



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PACKING SLIP

DEFINITIONS AND INSTRUCTIONS

PACKING SLIP: The document sent with a shipment itemizing the contents of that shipment.

- There should only be one packing slip per purchase order.
- There can be multiple purchase orders (packing slips) per shipment, but ALL packing slips must be consolidated and placed in a self-adhesive packing slip envelope and affixed to the last pallet of the shipment. When opening the truck, the packing slip envelope should be clearly visible.
- All Purchase Order Numbers should be referenced on the carrier Bill of Lading.

HEADING - Generalized information required to locate the documents needed to check in the merchandise.

- Purchase Orders (P.O.) number and date - The number and date assigned to a purchase order by the issuer for control purposes. If a single PO is covered by this packing slip, the heading should be blank or contain the word "multiple".
- Packing slip number - The unique number assigned to the packing slip by the manufacturer.
- Manufacturer name - This is particularly important if the merchandise is shipped from a pressing plant.

Shipping address - Point from which the merchandise was shipped. FOB point.

- Telephone number - The area code and number to be called with inquiries related to merchandise in the shipment information on the packing slip itself.
- Sold-to-Address (Bill-to-address) – Optional
- Ship-to-customer identification - Name and address of the party to whom the material is being shipped, and the unique number used by the manufacturer to identify either that customer's specific ship-to-address or a customer's single bill-to-and-ship-to address.

LINE ITEMS - A listing of each unique item on a packing slip (or any other document)

- P.O. Line No. - Customer Line No. of Item on Customer P.O. (ASN Requirement) Product identification - Customer Item Number.
- Product identification - Conectiv JBA Item Number. Item Description
- Quantity ordered - On the purchase order, including free goods.
- Designated back orders, where applicable - The quantity of an item ordered that is currently available and that is held by the manufacturer for shipment when it becomes available.
- Quantity shipped - With the packing slip, including free goods.

TRAILER - The area providing totals of the items on the packing slip (or any other document).

- Number of Packages - Total number of cartons of shipment.
- Weight-Lbs. - Total Weight of shipment.
- COD Charge (if applicable).
- Prepaid Freight Costs (if available).
- Waybill No. - Freight Carrier Waybill number (same as Bill of Lading number).
- Date of Pick-up or Shipment.
- Additional information (if applicable).



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PACKING SLIP - Example

PACKING SLIP

PURCHASE ORDER		PACKING SLIP	
No.	1	Date	1
3		No. 2	

XYZ CORPORATION

DUNS No. _____

INQUIRY PHONE

5

SHIPPING ADDRESS

4

S O L D T O	6
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S H I P T O	7
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P.O. LINE NO.	CUSTOMER ITEM #	CONECTIV ITEM #	ITEM DESCRIPTION	QUANTITY ORDERED	QUANTITY SHIPPED	BACK ORDERS
8	9	10	11	12	14	13
TOTALS:				14	13	
NO. OF PKGS.	WEIGHT-LBS.	COD CHG	PREPAID FRT	WAYBILL NO.	DATE OF PICK UP	
15	16	17	18	19	20	

ADDITIONAL INFORMATION

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SHIPPING LABEL

DEFINITIONS AND INSTRUCTIONS

SHIPPING LABEL: The label should be at least 4.5 inches wide and have good print quality of information as shown below.

- There should be one Shipping Label applied to each and every skid.

Required Information

- Manufacturer's 3-Alpha character I.D.
- Originator Name/Address (duplicator, distribution center, etc.)
- Order No. (Customer PO Number)
- Sales Order / Shipping Number
- Customer Name / Address

Minimum Type Size

1/2" high, 1/3" wide

Example: (not shown actual size)

XYZ	ORIGINATOR NAME
	ORIGINATOR ADDRESS
	CITY, STATE, ZIP CODE
PO NO. 999999999	SO NO. 999999999
TO: CUSTOMER'S NAME CUSTOMER ADDRESS CITY, STATE, ZIP CODE	

Receiving Requirements for Incoming Finished Goods

(Requirements for Packing Slip, Shipping Label, Carton Label, Pallet Quantity and Delivery)

CARTON CONTENT LABEL

DEFINITIONS AND INSTRUCTIONS

CARTON LABEL: The label should be at least 4.5 inches wide and have good print quality of information as shown below.

- There should be one Carton Content Label applied to each and every carton/box.
- RF scannable barcode for the Manufacturer Stock Number (Conectiv JBA part number.)
- Only one Alpha character barcode allowed per label.
- Carton label must not contain vague verbiage such as "Quantity: No Less Than".

<u>Required Information</u>	<u>Minimum Type Size</u>
• Manufacturer's 3-Alpha character I.D.	1/2" high, 1/3" wide
• UPC Symbol / UPC Number	100% standard, 12 digits
• S.K.U. Quantity in the carton	1/2" high, 1/3" wide
• Manufacturer Stock Number / Stock Number Symbol	1/2" high, 1/3" wide

Note: Stock Number Symbol (barcode) must meet the following barcode guidelines.

- UCC128 style barcode
- Barcode must be between 5-15 characters long
- Start with an alpha character

■ Optional Information

- Title / Artist

Example: (not shown actual size)

XYZ	QTY 18	BAR CODE 1234 - 56789 - 0 0 9
Title Beranguer Boogie		
Artist Beranguer, Juan		
Manufacturer Stock No. (Conectiv JBA Item No.) <div style="text-align: center; background-color: yellow; padding: 5px;">BAR CODE</div>		

Receiving Requirements for Incoming Finished Goods

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CONECTIV PALLET QUANTITY REQUIREMENTS DEFINITIONS AND INSTRUCTIONS

Conectiv Recommends the Following for Finished Goods:

- Cartons must be sealed.
- Multiple items should not be enclosed in the same carton.
- Partial boxes should be clearly identified.
- Partial carton must be placed on the top layer for clear visibility.
- Maximum of four items on the same pallet (must include placard to indicate mixed pallet).
- Carton size must be the same for each item to allow conforming stacking configuration; no over stacked pallets that requires breakdown or consolidation).
- For existing inventory, supplier must provide carton quantity and pallet configuration based on Tech Master Data item profile. *(Tech will provide data upon request.)*
- Cartons must meet Conectiv Carton Content Label requirements. *See information above (page 4) ■
Cartons must be leveled off correctly.
- Carton labels must face outer directions for clear visibility (where applicable / unless provided stacking configuration).
- Shrink film required for all pallets to keep the product intact.
- Full cartons must have the same quantity per item.
- All pallets containing the same item are required to be consolidated ensuring that only 1 partial pallet (per item).

Pallet Requirements

- GMA #1 or Better
- 40" x 48" skid size or 42" x 48"
- Maximum Pallet Dimensions (including the wooden skid):
 - 54 inches high
 - 40 inches wide
 - 48 inches deep
- Shipments from US to Mexico and Canada require heat treated or fumigated wood pallets conforming to ISPM 15 standard regulations including treatment stamp identification.
- https://help.cbp.gov/app/answers/detail/a_id/720/~import-and-export-requirements-for-wood-packaging-material-%28wpm%29-into-the-u.s.

***Note:** If needed, shipping multiple items on a skid will be accepted provided the following guidelines are followed.

- No more than four items per skid.
- Item with most cartons will be stacked on the bottom layers on the skid.
- Remaining items will be stacked according to number of cartons too. Goal for the vendor is to stack items in a manner that requires the least amount of breakdown for Conectiv Receiving.
- Any skid with multiple items must have its own packing slip which details the items and quantities shipped on that skid.



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CONECTIV DELIVERY REQUIREMENTS DEFINITIONS AND INSTRUCTIONS

- Dock appointments are required for loads consisting of 5 skids or more.
 - The following information is required when scheduling an appointment:
- Carrier's name
- Vendor/Ship from
- Pallet Count
- Purchase Order Number (PO)
- Person's name and telephone number who is requesting appointment
- Trailer Number or Container Number
- All product palletized and properly secured on the load.
- Deliveries that will miss their scheduled dock appointment must call one hour prior to arrival. A new appointment might be required depending on the dock capacity.