

# **Shipping Instructions**

## Document Preparation

- Bill of Lading
  - The Bill of Lading must be prepared in English by default.
  - All bills of lading must include the following:
    - Butler Supply's Purchase Order number
    - Correct Names, Addresses, and Zip Codes for Shipper and Consignee
    - Total number of cartons/skids, and weight
  - Bill of lading documents must be provided upon delivery of material to Butler Supply or consignee's representative.
- Packing List
  - The packing list must be prepared in English by default.
  - All packing lists must include the following:
    - Butler Supply's Purchase Order number.
    - All items of a shipment / purchase order must be declared on the packing list by the item P/N, name or description, quantity, and unit of measure. Serial numbers should be provided where applicable.
    - Items backordered on the shipment / purchase order should be indicated on the packing list.
    - Shipper's name, address, and telephone number
- Hazardous Product Documents
  - The Shipper / product supplier is responsible for the preparation of hazardous product documents.
  - Material Safety Data Sheet (MSDS) must be available upon request for all hazardous product purchased.
  - The supplier / seller shall provide the hazardous product documents, as required, to the carrier / freight forwarder.

## Shipment Preparation

- Parcel
  - Packing lists and other pertinent information must be attached securely to the package(s) or placed inside the box.
  - Each package must have the purchase order on it
- LTL
  - Each skid for the shipment must be marked as "Do Not Double Stack".
  - Each skid for the shipment must be shrink wrapped.
  - The purchase order must be visibly affixed to each skid on a bar-coded label. See bar-coding instructions for details on bar-coding requirements. The "DestLoc" field on the bar-code label is optional for LTL shipments not considered as "pre-bundled".
  - Packing lists must be attached securely to the product being shipped. Do not attach the packing list to the shrink wrap.

- If there are multiple skids, the skids must be labeled as “# of #” depending upon the number of skids in the shipment / purchase order (i.e. 1 of 3, 2 of 3, 3 of 3 etc.).
- Multiple purchase orders may be shipped on the same skid(s) provided they are clearly labeled to match the purchase order they belong with on the shipment.
- COND / PVC / WIRE
  - Conduit and PVC shipments will be shipped according to agreements established with the Butler Supply purchasing department.
  - The bill of lading and packing list must be presented to the appropriate Butler Supply / Pepper associate upon delivery of material.
  - Any material delivered as “pre-bundled” must be labeled to designate the destination branch location on the respective bundle.
  - Any material delivered as “pre-bundled” must be labeled to designate the purchase order on the respective bundle.
  - “Pre-bundled” material should use the bar-code label presented below to designate the purchase order and destination location.

## Contacts

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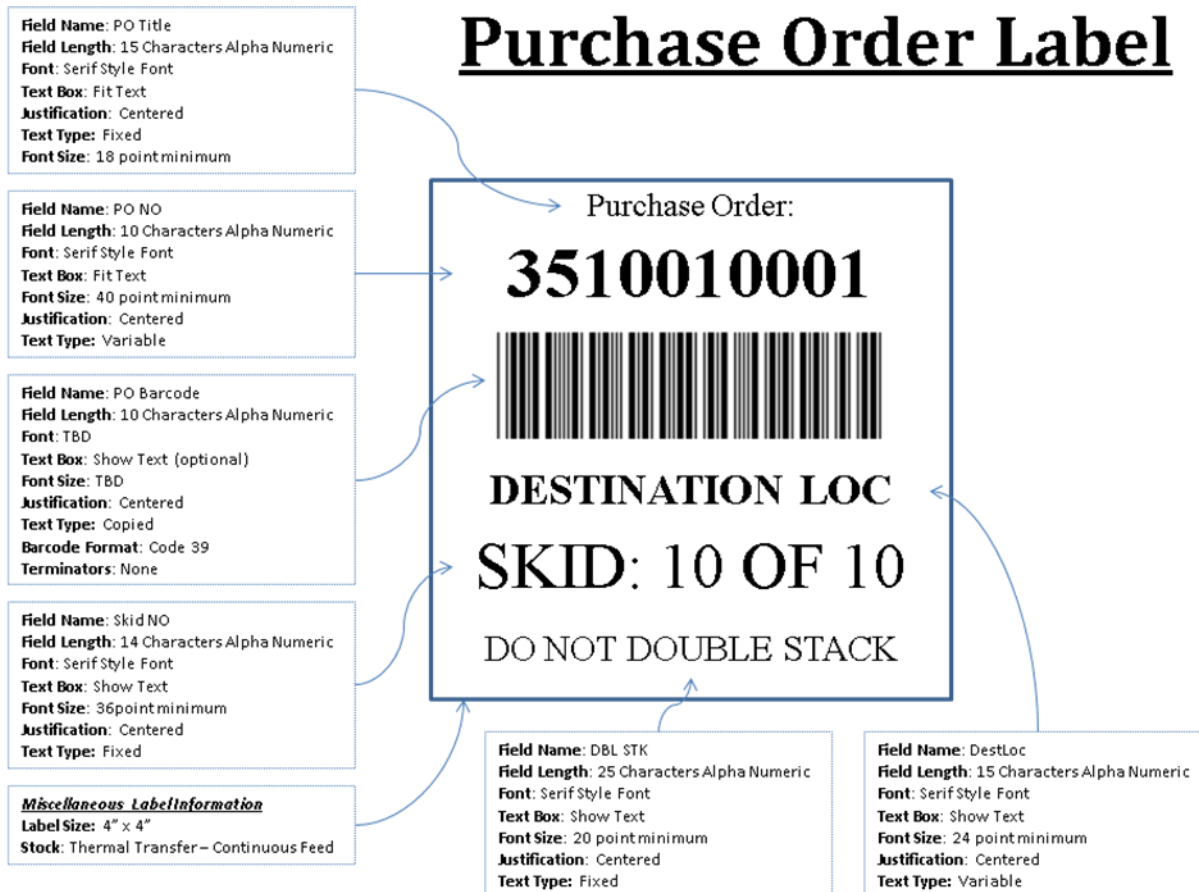
Email: [emil@butlersupply.com](mailto:emil@butlersupply.com)

## Penalty

It is imperative that the document preparation and shipment preparation be followed without deviation unless under the approval of a representative listed above under contacts. Failure to comply may result in costs or administrative fees being passed back to the offending party for each shipment not in compliance.

# Bar-Coding

- Sample Bar-Code Label Format



- Locations for Variable "DestLoc" Field

- 01-Pepper
- 4-Jefferson City
- 5-St Peters
- 6-Farmington
- 7-Washington
- 8-Columbia
- 9-Lebanon
- 10-High Ridge
- 11-City Branch
- 12-Fenton
- 14-Effingham
- 15-Osage Beach
- 17-Monroe
- 18-OFallon
- 19-Fulton
- 20-Maryville
- 21-Crystal City
- 22-Rolla
- 24-Troy
- 26-Sullivan
- 27-Moberly
- 28-Communication
- 29-Mexico
- 31-St Robert
- 32-Jackson
- 34-Carbondale
- 35-Centralia