EDWARDS

FULFILLMENT CENTER RECEIVING POLICY

The following receiving policy has been developed to speed the flow of products into our inventory system. Please forward these procedures to all vendors shipping product to EDWARDS. Product or merchandise delivered to our facility that do not follow these guidelines will be received but not processed until our client has been contacted and a course of action has been determined. Non-conforming material will either be returned or reworked by EDWARDS and the cost charged back to the client.

I. **Hours of Operation –** The Receiving Department is operational from 8:00 A.M. until 5:00 P.M. Monday through Friday. Special arrangements can be made for shipment receipt on nights and weekends by appointment by calling the Warehouse Supervisor at 1-800-280-9765 extension 539.

II. **Notification of Shipment –** For all shipments of four pallets or more the carrier shall schedule a delivery appointment by calling the Warehouse Supervisor at 1-800-280-9765 extension 539 at least 24 hours in advance.

III. **Bill of Lading/Packing List –** All LTL and truckload shipments shall be accompanied with a Bill of Lading and Packing List. Local Deliveries or UPS, FedEx, etc. should have a Packing List. All shipments should have the following information included in the shipping documents:

- Product Part Number & Description
- Number of Cartons and/or Pallets
- Gross weight of Shipment (LTL & truckload only)

IV. **Freight Charges –** All material should be shipped prepaid to:

EDWARDS
Thomas Beck Distribution Center
1405 Thomas Beck Road
Des Moines, IA 50315

Freight Collect Shipments will be refused.

V. **Pallets –** Shipments should be palletized on standard 40" x 48" wooden pallets. 4 way entry pallets are preferred. The material arranged on the pallet should be arranged in uniform interlocking positions and should be securely stretch wrapped or banded. Pallet height should not exceed 50" in height measured from the floor to the top of the pallet and pallet weight should not exceed 2500 pounds. Each pallet should be marked with Product Description, Product Number, and Purchase Order (if applicable) of the project on at least two sides of the pallet. Mixed pallets will not be accepted if pallets are not organized and all containers are not clearly marked with container contents and quantity. Pallets should be stacked with no product overhanging the pallet.

VI. **Cartons –** Cartons should be stacked so that the following markings are visible on the exposed side of each carton:

- Product Number
- Product Description
- Quantity per Carton

A label containing this information should be affixed to two opposite sides of each box. Carton Weight should not exceed 40 pounds and each carton must be sealed.
Local and UPS, FedEx, etc. deliveries should have each box marked Box 1 of X (X=total box count) and the packing list should be attached to Box 1 of the shipment. Any shipments not meeting the above outlined criteria may be refused.