

# PACKAGING AND SHIPPING INSTRUCTIONS

## Date

5 - 03/10/2015

## PEARSON ELECTRONICS

## Quality Note MZ

### 1. SCOPE.

This specification establishes supplier packaging requirements for commodities delivered to Pearson Electronics. Unless otherwise specified herein, the seller shall use best commercial practice for packing and packaging deliverables.

### 2. Inspection Documentation.

**2.1** Inspection data and certifications as required by the purchase order and any documents referenced therein, shall accompany each shipment.

**2.2** Each shipment must have a packing sheet on the outside of the box for each purchase order inside the box. The packing sheet must have a packing sheet number, purchase order number, purchase order item number, part number, and quantity.

### 3. Consolidated Shipments.

Consolidation of items from two (2) or more purchase order in the same shipment; each purchase order must be packed separately in an immediate package with the packaging slip and labeling describing the contents on the outside of each intermediate package. Each unique item or group of packaged items (i.e. screws) shall be marked such that it may be cross-referenced to a unique purchase order on the bill of lading or air bill without removing its protective packaging.

This document is an integral part of the contract (purchase order), which calls it out. The revision in effect at the time the purchase order was placed applies.