



SUPERIOR
COMMUNICATIONS

Canada Inbound Routing Guide

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Purpose

These instructions are to be used as a general guideline for inbound transportation to Superior Communications. This information is provided to assist suppliers when shipping to Superior Communications Distribution Centers.

Scope

Superior Communications is committed to improving supply chain efficiencies associated with receiving, processing, storing and shipping your merchandise. The Inbound Routing Guide provides key information on how to conduct business with Superior Communications.

Canada Facility

Address: 10 Ronrose Drive, Concord, ON L4K4R3

Telephone: (905) 738-6234

Email: superiorappointment@nafreightgroup.com

Receiving hours: 7:00AM – 3:00 PM (Eastern Time, Monday – Friday)

Scheduling

Shipments 3 pallets or more require a scheduled appointment via email for Canada deliveries. superiorappointment@nafreightgroup.com

- a) Each vendor must request a receiving appointment 24 hour in advance of the expected arrival time.
- b) Confirmation number must be reflected on the bill of lading.
- c) Appointments arriving more than 30 minutes late are subject to rescheduling and penalties.
- d) Appointment requests should be made via Email for Canada DC.
- e) Vendor must provide a computer generated or typed packing list via e-mail prior to delivery. (see Scope)

Carton Packaging Requirements

All master cartons must be labeled consistently (4" x 6") in the upper-left hand corner with:

- a) Superior's Purchase Order Number
- b) Quantity
- c) Superior item number
- d) Number of cartons
- e) Description
- f) Mark "partial" on the outside of each applicable carton.
- g) Desired forms of packing include foam, air pillows and sheets of paper. The following is NOT ACCEPTABLE: Styrofoam peanuts crinkle wrap, and shredded paper.
- h) Individual Master Cartons not to exceed 24" x 12" x 14" and/or 150 lbs.

Case Pack Configuration & Product Unitization

- a. Products received must match initial setup specs: packaging dimensions/configuration and unit of Measure (UOM).

Pallet Requirements

- a) First unloaded pallet must contain Packing List.
- b) Pallet dimensions: 48" x 40" four-way grade A wood or international plastic grade pallets only, no cardboard /foam core pallet accepted.
- c) MAX Height allowed is 48"
- d) Master carton labels must face outward in a readable position.
- e) Top sheet should allow visibility of carton labels.
- f) Cartons must be shrink-wrapped and secured including corner guards.
- g) Pallets are not to be broken down and/or restacked.
- h) There should be no overhang on pallets.
- i) Broken or damaged pallets are subject to penalties and rework fees
- j) Pallet exchange is not available.
- k) One Purchase Orders per pallet.
- l) Mixed pallets with multiple items must be identified with visible placards.

Packing List Requirements

- a) Packing lists, placed in a waterproof envelope, must be included with every shipment visible on the outside of the number 1 carton or number 1 pallet.
- b) In the case of multiple purchase order numbers, a separate packing list must be supplied per purchase order.
- c) The packing list must include the following items: (see Exhibit A)
 - Ship to address
 - PO Ship Date
 - Superior Purchase Order Number
 - Manufacturer and Superior part number
 - Quantity shipped
 - Number of cartons

Refused Shipments

Freight costs are the responsibility of the Vendor for product that is refused due to late arrivals, damage, wrong packaging, wrong labeling, wrong markings, or noncompliance with the above criteria. If freight charges are prepaid, Superior will deduct the charges from the Vendor's next invoice.

Penalties

- a) Failure to comply with Superior Communications' inbound routing instructions will result in penalties as listed in Exhibit C.
- b) Additional charges may also be assessed for incidental expenses incurred due to
 - i. Noncompliance to the routing instructions. Charges may include, but are not limited to:
 - ii. Return freight, excess handling, and restocking fees.

Exhibit A

Vendor Name

Packing List

IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII

PL050121SC0001

SOLD TO:

SHIP TO:

SO NO:

Date:

PO NO:

PO Date:

Ship

Terms:

Shipping Agent:

Shipping Method:

Line Ref.

Cust. Item No.

Item No.

Description

Qty Shipped

NO. CARTONS

TOTAL WEIGHT

Exhibit B

PO #:	12345678
ITEM #:	12345VRP
QTY:	100
CARTON COUNT:	1 of 50
WEIGHT:	15 lbs.

Exhibit C

PENALTIES Assessment:

\$ 500 per occurrence and direct associated cost to correct violation

SHIPMENT, DELIVERY VIOLATIONS:

- Late for appointment by 30 minutes
- Product not on Purchase Order
- Pallet preparation not in conformance to requirements
(Refer to Section 3 for Pallet requirements)
- Missed appointment / No show

LABEL, CARTON, OR MARKING VIOLATION:

- Non-conformance to Master carton requirements
- Missing shipping Label and/or packing slip
- Incomplete Packing slip (Refer to Exhibit A)