

COMBINED LOAD CUSTOMER PRIMER

GOAL: TO EXPLAIN THE CHANGES IN PROCESS FOR OUTGOING LOADS FROM SUNEX WAREHOUSE. DESCRIPTION OF CUSTOMER FACING DOCUMENTS AND HOW THEY CAN BE USED BY SUNEX CUSTOMERS DURING RECEIVING PROCESSES.

Sunex operations is changing process whereby outgoing customer loads will contain multiple purchase orders. The goal of this process change is to reduce delivery lead times, increase quality and accuracy of shipments, and reduce the number of individual shipments, whether less-than-truckload or parcel, delivered to our customers distribution centers. To achieve these goals, several of the documents that accompany Sunex shipments have changed. This guide will explain all of the documents that accompany a Sunex shipment and how they can be used during receiving processes by Sunex customers. The final section is a list of contact information if you require clarification or would like to deliver feedback or suggestions.

Pallet Contents Document:

This document will accompany each pallet within your order on the outside of the black shrink wrap in a clear document pouch. It details all items on said pallet by Customer Purchase Order, part number, description, and quantity present. Line items without a PO next to them are shipped against the first listed PO above in line item sequence (fig 1.1). If discrepancies or damages are found, please reference the purchase order number and skid id number so that Sunex operations can identify the process defect, put countermeasures in place, and deliver process defect feedback where applicable (fig 1.2).



Page
1 of 1

Pallet Contents PSI00002262

PO	Product Code	Description	Shipped	Unit
201894818	6809	3/4 Ton Underhoist Stand	15	EA
202180418	1210	10 Ton Low Height Pin Type Jack Stands	4	ea
203307618	802412	1-17/8" Angled Wrench	10	EA
203730218	1310	10 Ton Medium Height Pin Type Jack Stands	10	ea
	254D	1/2" Drive 1-11/16" Deep Impact Socket	6	EA
	3842	42pc 3/8" Dr. Chrome Socket Set	1	EA
	4301	3/4" Dr. 3/4" Female to 1/2" Male	4	EA
	7700B	700 lb. Heavy Duty Pedestal Telescopic Transmission Jack	4	EA
	7750B	1200 lb. Low Profile Transmission Jack	2	EA
	9803	3 pc professional PRV bar set	1	EA
299486718	1522	22 Ton Pin Type Jack Stands (Pair)	4	ea

Skid ID Number (fig 1.2)

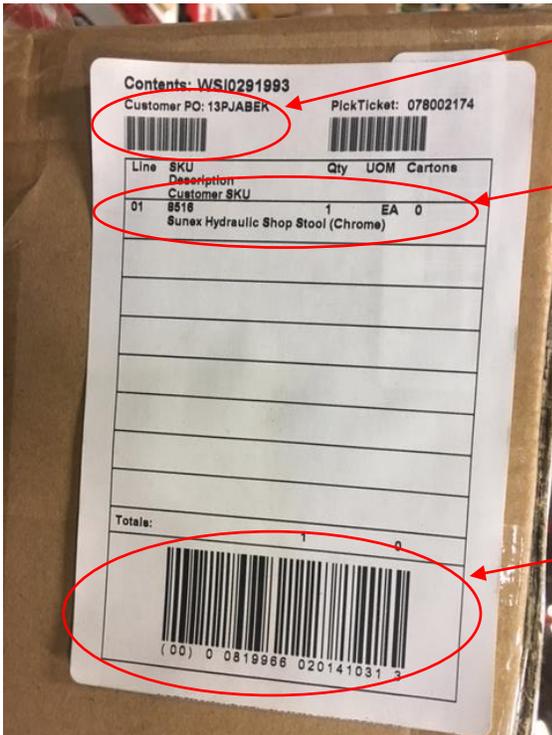
PO Line items on skid (fig 1.1)

Carton Contents Label:

Each carton on the pallet will be labeled with a carton contents label (fig2.1). The label details customer purchase order number, SKUs contained within, and the quantity of said SKU within. All cartons will be single purchase order to aid in the receiving process (fig2.2). A unique UCC sequence barcode is at the bottom of each label and can be used during ASN receiving process (fig2.2).



Individual carton contents labels (fig2.1)



Customer PO in text and barcode format (fig 2.2)

SKU, description, quantity (fig2.2)

UCC sequence for ASN receiving (fig2.2)

Bill of Lading:

The bill of lading document will list all of the purchase orders shipped against in a load (fig4.1). The total number of cartons associated with a purchase order across all pallets in load is listed to the right of the specific purchase order number.

SPECIAL INSTRUCTIONS:					(9012K)AA	
					Freight Charge Terms: (freight unless marked otherwise) Prepaid _____ Collect _____ <input type="checkbox"/> Master Bill of underlying Bill (check box)	
CUSTOMER ORDER INFORMATION						
CUSTOMER ORDER NUMBER		# PKGS	WEIGHT	PALLET/SLIP	ADDITIONAL SH	
8MX69OVT		1	613	Y		
3DYZVVTR		2		Y		
4QEUECTF		10		Y		
GRAND TOTAL		13	613			
CARRIER INFORMATION						
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360.</small>
QTY	TYPE	QTY	TYPE			
1	Skid	12	CASE	613	N	Automotive Tools
	Skid	1	CASE		N	Automotive Tools
1		13		613		GRAND TOTAL

Fig4.1

Contact Information:

If you require clarification on any of the above documents or how to use them, please reach out to the following contacts.

Customer service manager:

Tiffany Cochran: tiffanycochran@sunextools.com

Project Manager:

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