Date: February 22, 2006

Direct Material Supplier Inbound Specifications

PHYSICAL ATTRIBUTES

• Unit of Measure
  o Supplier to use standard Unit of Measure as described on the Purchase Order (PO) (e.g. pounds = pounds, not count of sheets, or kilos, quantity ordered = actual quantity)
  o Suppliers to be consistent with ABL/Oracle unit of measure practices

• Palletization Requirements
  o All shipments should be on a pallet.
  o Minimal number of mixed pallets. Pallets with quantity of 1/3 of a full pallet or more should not be mixed. *All mixed pallets to have special placard and packing slip.*
  o Pallets to conform to standard pallet specifications set by ABL (size/dimensions/quality/ suitable for export when required)
  o Stretch Wrap (proper application, if applicable)
  o Security Tape/Seal

NOTE: TO FACILITATE PAYMENT and ELIMINATE “INVOICE” HOLDS

1. Master Packing List that clearly identifies everything on shipment with the following information:
   a. Packing List Number – *clearly* noted/circled/stamped located near top right corner, ideally a label such as: *“Packing List Number: 999999”*
   b. Acuity Part Number
   c. Description of Parts
   d. Quantity of Parts per container
   e. Number of containers/pallets
   f. Acuity Purchase Order Release Number

2. *If the above Packing List Number cannot be easily located at the top right corner of the Packing List, than create a separate sheet with the Packing List Number noted.* Remember, this is to facilitate payment processing!

3. IN BOUND SHIPMENTS MUST HAVE A PO/RELEASE ACCEPTED BY THE SUPPLIER (material, quantity and pricing that you have agreed to). Any mismatches will cause the invoice(s) to be delayed for payment. DO NOT SHIP ANYTHING WITHOUT A PO/RELEASE! Acuity is not liable for anything provided without an Accepted (by Supplier) PO/RELEASE.