



Vendor Compliance Information

Effective 01/01/2010

I. Routing & Shipping Instructions

Receiving hours are 7:00 AM till 12:00 PM (Noon)

Please notify receiving department at (817) 649-2626 x205, for emergency deliveries when normal receiving hours cannot be met.

If freight terms are "collect", please utilize specific carrier on PO.

All PO's must be shipped to delivery location as specified on PO.

Any shipment equal to or over 30 linear feet requires a 24 hour advance notice; Please call (817)652-2799 for delivery appointment.

Multiple shipments to same location on same day, must be combined on a single bill of lading.

Collect shipments 100 lbs. or less, please ship Fed Ex ground collect.

All LTL or TL shipments must be palletized.

II. Labeling Requirements

Parcel shipments require all cartons be marked with our item number, item description, quantity shipped and PO number.

Cartons must be labeled as "1 of 3", "2 of 3", etc.

Palletized shipments require each pallet be marked with our item number, quantity shipped, and PO number.

Pallets must be marked as "1 of 3", "2 of 3", etc.

III. Packing List Requirements

Packing list must be affixed to outside lead carton, or pallet

Packing list "must" include the following:

PO number

Our item number

Our item description

Quantity shipped, must be listed in stock keeping units. If ordered in rolls, linear feet, etc., then packing list must have the proper conversion listed.

Total cartons shipped

Total pallets shipped if applicable

IV. Bill of Lading Requirements

Bill of Lading "must" include the following;

Correct ship to address, as provided on PO

All Purchase order numbers

Total carton count

Total weight

Total skid count

For shipments equal to or more then 30 linear feet, please note "Carrier call 24 hours in advance to schedule a delivery appointment, (817)649-2626 x205".

We have read the Vendor Compliance Information, provided by TSI Products and understand that all goods shipped must comply with the standards outlined on previous pages.

Date _____

Authorize Signature _____

TSI Products, Inc.
3600 E. Randol Mill Road
Arlington, TX 76011
817-649-2626 Fax 817-633-4133