



Inbound Routing Guide

1. SCHEDULING

- a) Shipments exceeding 2 pallets require scheduled appointments.
- b) Each vendor must schedule a receiving appointment no less than 24 hours in advance of the expected arrival time.
- c) Appointment requests should be made via e-mail or telephone.
Receiving Department Contact Info
 - Telephone: (626) 388-2573
 - Email: receivingdocuments@scp4me.com
 - Fax #: (626) 856-3377
- d) Confirmation number must be reflected on the bill of lading.
- e) Receiving hours are from 7:00 AM – 3:00 PM Pacific Time, Monday – Friday. Appointments arriving more than 30 minutes late are subject to rescheduling.

2. CARTON PACKAGING REQUIREMENTS

- a) All master cartons must be labeled consistently (4 x 6) in the upper-left hand corner with **Superior's purchase order number, quantity, and item number (manufacturer and/or Superior) in barcode (code 39) and human readable format. See Exhibit C.**
- b) Mark "partial" on the outside of each applicable carton. Only 1 partial carton per PO will be accepted.
- c) Vendor must indicate carton count for all deliveries in the following manner: 1 of 12, 2 of 12, etc.
- d) Desired forms of packing include foam, air pillows, and sheets of paper. Undesired forms of packing are Styrofoam peanuts, crinkle wrap, and shredded paper.
- e) Approved DOT labeling is required (<http://www.dgrtraining.com>).
- f) BULK accessories must be packaged in quantities of 100 in an unsealed poly bag.
- g) Individual Master Cartons should not exceed 24" x 12" x 14" and/or 150 lbs.

3. PALLET REQUIREMENTS

- a) All shipments must be palletized.
- b) Pallet dimensions: 48" x 40" four-way pallet, MAX Height is 60" including pallet.
- c) Master carton labels must face outward in a scannable position.
- d) Top sheet should allow visibility of carton labels.
- e) Cartons must be shrink-wrapped and secure.
- f) First unloaded pallet must contain Packing List.
- g) Each pallet must contain a pallet placard (See Exhibit B) listing the following information:
 - Superior Purchase Order Number
 - Quantity
 - Superior Part Number
 - Product Description
 - Number and weight of pallets
 - Number of cartons per pallet
 - Mixed Pallets must be specified on the pallet placard (See Exhibit B)
- h) Pallets are not to be broken down and/or restacked.
- i) Product must not exceed 2 inches off the pallet edges.
- j) Broken or damaged pallets are not acceptable.
- k) Pallet exchange is not available.
- l) Each pallet must not exceed 2 Purchase Orders.

4. PACKING LIST REQUIREMENTS

- a) Vendor must provide a computer generated or typed packing list via e-mail before delivery.
 - receivingdocuments@scp4me.com
- b) Hand-written packing lists will be rejected.
- c) All back-orders must be clearly marked on the packing list.
- d) 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.
- e) In the case of multiple purchase order numbers, a separate packing list must be supplied per purchase order.
- f) 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 ordered
 - Quantity shipped
 - Quantity back-ordered
 - Number of cartons
 - Carrier Name
 - Bill of lading number
 - Vendor's name, address, contact name and phone number
 - Freight terms

5. CARRIER SELECTION

- a) Vendor is responsible for any accessorial charges assessed by freight carrier.
- b) For shipments less than 150 pounds, Superior's approved carriers:**
 - FedEx Express 3 day: (800) GO-FEDEX / GROUND
 - UPS Ground: (800) PICK-UPS
- c) For Less Than Truckload (LTL) over 150 pounds, Superior's approved carrier:**
 - Lynx- Karen Hjerpe (901) 854-7722 email: karenh@lynxvms.com
 - Airgroup – Margaret Carrasco email: mcarrasco.lax@airgroup.com (310) 684-4209
 - FedEx Express Freight 3 day: (800) GO-FEDEX, Customer Service (909) 390-3237, Frances Kneely
- d) Full truckload or 20 or more pallets, Superior's approved carriers:**
 - Lynx- Karen Hjerpe : (901) 854-7722 email: karenh@lynxvms.com
 - Airgroup – Margaret Carrasco (310) 684-4209 email: mcarrasco.lax@airgroup.com
 - Schneider National: (800) 558-6767 ext. 4883
- e) For International shipments, Superior's approved carriers:**
 - Air and ocean shipment from Hong Kong: Marco Polo (310) 536-9898, Wilson Ling
 - Container load shipments from Hong Kong: Trans Union (626) 363-2400, Tammy Wang
 - Air and ocean shipment from China, Singapore, Vietnam: Data Freight (310) 628-4088, Gary Chu

6. REFUSED PRODUCT

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.

7. PENALTIES

- a) Failure to comply with Superior Communications' inbound routing instructions will result in penalties as listed in Exhibit D.

- b) Additional charges may also be assessed for incidental expenses incurred due to noncompliance to the routing instructions. Charges may include, but are not limited to: return freight, excess handling, and restocking fees.

Superior Communications views the Inbound Routing Guide as a critical part of doing business with our vendors. By your signature below, you acknowledge that you have received, reviewed and accept the requirements of the Inbound Routing Guide.

Vendor Corporate Name ("Vendor"):	_____
Authorized Signature:	_____
Name of Signatory:	_____
Title of Signatory:	_____
Date Signed:	_____

Exhibit B

SUPERIOR PO#			SHIP TO ADDRESS Superior Communications 5082 4th Street Irwindale, CA 91706
QUANTITY:	g) PART#	h) DESCRIPTION	PACKAGE COUNT: OF
QUANTITY:	i) PART#	j) DESCRIPTION	PACKAGE COUNT: OF
QUANTITY:	k) PART#	l) DESCRIPTION	PACKAGE COUNT: OF
QUANTITY:	m) PART#	n) DESCRIPTION	PACKAGE COUNT: OF
QUANTITY:	o) PART#	p) DESCRIPTION	PACKAGE COUNT: OF
CUSTOMER PRODUCT INFORMATION:			# OF PALLETS
			PALLET WEIGHT:

Exhibit C

TO: Superior Communications 5082 4th Street Irwindale, CA 91706	FROM:
PURCHASE ORDER #: 12345678 	QUANTITY: 100 
ITEM NUMBER: 123456 	
DESCRIPTION: MOTOROLA VEHICLE POWER CHARGER	
WEIGHT: 15 LBS.	DATE: 02/10/05

Exhibit D

PENALTIES (Assessment of below penalties are at Superior Communications' discretion based on a 12 month rolling calendar from first offense)

SHIPMENT, DELIVERY VIOLATIONS:

Fine Amount & Charges

<ul style="list-style-type: none"> • Unauthorized carrier used for shipping of merchandise (where Superior pays freight) • Unauthorized air freight shipment • Freight terms deviate from those specified on Purchase Order • Shipment arrived with no appointment • Mis-shipment, duplicate shipment • Late for appointment • Invalid or already completed Purchase Order • Shipment of Product not on Purchase Order • Over or under shipment of Product • Pallet preparation not in conformance to requirements (Refer to Section 3 for Pallet requirements) • Damaged outer carton, inner contents 	<p>\$500 for first offense</p> <p>\$750 for second offense</p> <p>\$1000 for third offense</p>	<p align="center">Direct associated costs to correct Violation</p>
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LABEL, CARTON, OR MARKING VIOLATION

Fine Amount & Charges

<ul style="list-style-type: none"> • Labeling not in conformance with requirements (Refer to Exhibit B & C) • Deviation from single part number cartons • Master carton not in conformance to requirements • Missing Shipping Label and/or Packing Slip • Incomplete Packing List (Refer to Exhibit A) 	<p>\$500 for first offense</p> <p>\$750 for second offense</p> <p>\$1000 for third offense</p>	<p align="center">Direct associated costs to correct violation</p>
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