



Inbound Routing Guide

1. SCHEDULING

- a) Shipments exceeding 2 pallets require scheduling 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 telephone.
- d) Contact Receiving Department at (626) 856-6449 or (626) 856-6420
Email: agaleana@scp4me.com
Fax #: (626) 856-3377
- e) Appointments are awarded on a first come, first serve basis.
- f) If an appointment is not available on the requested date, the next available appointment will be assigned.
- g) Drivers must have an appointment confirmation number and it must be written on the bill of lading.
- h) Receiving hours are from 7:00 AM – 3:00 PM, Monday – Friday.

2. CARTON PACKAGING REQUIREMENTS

- a) All container markings shall be clear and legible and as large as space permits.
- b) All master cartons must be labeled (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 A.**
- c) Labels must be applied consistently to all cartons.
- d) Mark "short" or "partial" cartons on outside of each applicable carton.
- e) Vendor must indicate carton quantities in the following manner: 1 of 1, 1 of 12, 2 of 12, etc., for all deliveries.
- f) Desired forms of packing include foam, air pillows, and sheets of paper. Undesired forms of packing are styrofoam peanuts, crinkle wrap, and shredded paper.
- g) Precautionary and handling markings must be applied as required.
- h) Use of unauthorized or unnecessary labels on cartons is prohibited.
- i) BULK accessories must be packaged in quantities of 100, in an unsealed poly bag or in other protective container approved by Superior.
- j) Master cartons may not exceed 24" x 12" x 14".

3. PALLET REQUIREMENTS

- a) Pallet dimensions: Standard 48" x 40", MAX Height is 60" including pallet.
- b) Pallets must be shrink-wrapped with clear plastic and top sheet to allow visibility of carton labels.
- c) Mixed pallets must be specified on the pallet placard.
- d) Labels on accessory master cartons that are palletized must face outward in scannable positions.
- e) First pallet unloaded must have Packing List placed securely on top.
- f) Each pallet must contain a pallet placard (See Exhibit B) listing the following information:
 - Superior Purchase Order Number

- Quantity
 - Superior Item Part Number
 - Product Description
 - Number of pallets and pallet weight
 - Number of cartons in shipment
- g) Pallets are not to be broken down and/or restacked.
- h) Product must not overhang the pallet edges.
- i) Broken or damaged pallets are not acceptable.
- j) Pallet exchange is not available.
- k) Each pallet must reference to only one purchase order (i.e., one purchase order for one pallet only)

4. PACKING LIST REQUIREMENTS

- a) Vendor must provide a computer generated or typed packing list.
- b) Hand written packing lists are not acceptable.
- 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 box.
- e) In the case of multiple purchase order numbers, a separate packing list must be supplied per purchase order.
- f) The packing list must included the following items: (see Exhibit C)
- Ship to address
 - Date Shipped
 - 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
 - Customer Service Frances Johnson 909-390-3237
- c) For Less Than Truckload (LTL) over 150 pounds, Superior's approved carrier:
- FedEx Express Freight 3 day: (800) GO-FEDEX
 - Customer Service Frances Johnson 909-390-3237
 - AIT Worldwide Logistics 888-818-6788 ext 120, Margret Carrasco
- d) Full truckload or 20 or more pallets, Superior's approved carriers:
- CRST: Deb Wink, (800) 767-6919, dwink@crst.com
 - Schneider National: (800) 558-6767 ext. 4883

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 A

Vendor Name

Packing List



PL050121SC0001

SOLD TO:

SHIP TO:

SO NO:

PO NO:

PO Date:

Ship Date:

Terms:

Shipping Agent:

Shipping Method:

Line Ref.	Cust. Item No.	Item No.	Description	Qty Shipped
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NO. CARTONS

TOTAL WEIGHT

Exhibit B

SUPERIOR PO#			SHIP TO ADDRESS <i>Superior Communications</i> <i>5082 4th Street</i> <i>Irwindale, CA 91706</i>
QUANTITY:	k) PART#	l) DESCRIPTION	PACKAGE COUNT: OF
QUANTITY:	m) PART#	n) DESCRIPTION	PACKAGE COUNT: OF
QUANTITY:	o) PART#	p) DESCRIPTION	PACKAGE COUNT: OF
QUANTITY:	q) PART#	r) DESCRIPTION	PACKAGE COUNT: OF
QUANTITY:	s) PART#	t) 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 • Unauthorized air freight shipment • Freight terms deviate from those specified on Purchase Order • Duplicate shipments • Shipment arrived w/o delivery appointment • Invalid or already completed Purchase Order number • Over or under shipment of Product • Shipment of Product not on Purchase Order • Product that is not in correct packaging. • Pallet preparation not as specified 	<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>

LABEL, CARTON, OR MARKING VIOLATIONS:	Fine Amount & Charges	
<ul style="list-style-type: none"> • Shipping labels not as specified • Deviation from single part number cases • Non-approved shipping carton used • Mixed cartons not clearly marked • Unauthorized labels on carton • Multiple Purchase Orders / Part numbers on same pallet not clearly marked • No shipping labels used • Missing packing list • Incomplete packing list 	<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>