



PACKAGING and LABELLING REQUIREMENTS SUPPLY DIVISION (ELECTRONICS)

Introduction

This packaging and labelling specification is to improve standardization and material flow in our stores and production. The supplier benefits from faster and more accurate booking and consumption of their goods and potentially more efficient payment.

This specification is valid for all suppliers delivering to the electronics division of Australian Arrow Pty Ltd (AAPL).

Delivery

All deliveries to the Production Division (electronics) are currently made to –

65 Lathams Road,
Carrum Downs
Roller Door 3.

Normal delivery hours are Monday to Friday, 7.10am to 6pm. After hours deliveries can be made by using the buzzer at door 1 (or by arrangement). Production Division (electronics) Store contact number is (03) 9785 0735.

The above address should be found on the outer container of each delivery

All deliveries require an invoice or delivery docket with an AAPL purchase order number.

Packaging

Unless otherwise specified, it is the suppliers' responsibility to –

- . to provide packaging suitable for transportation and receipting into the AAPL electronics store
- . to keep the weight of manually handled packages below 16kg
- . to design cost effective and environmentally suitable packaging

All parts must be delivered in a good and dry condition, fit for use in a high quality environment.

Pack quantities and any necessary packaging deviations are agreed with the Purchasing Department at the beginning of the contract and can only be changed by mutual agreement.

Labelling

As AAPL has introduced a barcode system for all incoming deliveries, it is a requirement for all suppliers to deliver with goods bar-coded. This will improve the accuracy and efficiency of our receipting process. The supplier will benefit from less invoice queries and potentially a faster payment cycle.




The preferred barcode for each single pack is shown in figure 1. The minimum bar-coding requirement must contain the AAPL Part Number and quantity.

AAPL require all suppliers to use barcode standard Code 39 or Code 128. Other formats need to be discussed and approved by AAPL.

Breakpoint, Pilot Build and PPAP labelling may be requested from the supplier from time to time. These labels should be placed alongside the bar-code label and follow the format defined in our Quality System Requirements document.

Figure 1 – Suggested barcode layout

Note: Suppliers on scheduling agreements should use the schedule number (55XXXXXXXX) instead of a PO number.

AUSTRALIAN ARROW P/L	
CUSTOMER PART NUMBER	
	8110 – 10232 – 22
RES 5.6K 5% 1/4W 1206	
QUANTITY	
	20,000
PURCHASE ORDER	
	4500048336
DELIVERY NOTE	
	409281