



Receiving Requirements

As stated below you will find the receiving requirements for Alcom. Be advised that these are not general guidelines, and failure to comply with the specifications below will be catalogued as vendor/supplier non-compliance. You may incur back charges if these requirements are not followed.. Primary vendors will be responsible for ensuring that sub vendors used also adhere to these requirements.

CARTON SPECIFICATIONS

- All cartons must contain even amounts of material. (Except for balance cartons) Balance cartons must be on the top of the skid and clearly marked.
- Multiple items in any delivery (cartons or skids) must be packaged separately, marked accordingly, and accessible.
- Standard cartons sizes will apply.
- Carton weights must not exceed 35lbs.

CARTON LABELING INSTRUCTONS

1. Label: White Pressure Sensitive Label
2. Label Information should include these items below. Information can be provided by our Customer Service Department.
 - Product Code Number
 - Product Name
 - Product Description
 - Package/Unit Quantity
 - Quantity per Carton
 - Alcom Job Number
3. Position: Center of carton on the side. All carton labels must face the outside of the skid when being stacked. Labels should not be taped on the carton.

SKID LABELING INSTRUCTONS

1. Each skid should contain a plaquard with the following information:
 - Customer Name
 - Alcom Job Number
 - Product Name
 - Product Form# / Code #
 - Amount of pieces per carton on this skid
 - Amount of cartons on this skid
 - Skid # _____ of _____

ALL DELIVERIES GO TO:

Alcom
140 Christopher Lane
Harleysville, PA 19438

PALLET SPECIFICATIONS

- Use of only hardwood. Pallets must be clean and flat (no broken boards)
- Maximum dimensions of pallets are 48" x 40"
- Banding of material is acceptable; metal and plastic banding or stretch wrap.
- Pallets are to be 4-way accessible.
- Maximum pallet height (54" including pallet)
- Maximum pallet weight (2500 lbs.)
- No double stacking loads.

All deliveries containing 6 or more pallets must be scheduled through Alcom Receiving Department by e-mail or telephone. There is a 2 days notice of receipt for delivery and routing. Directions can be obtained by calling 215-513-1600 ask for ext. 371

BILL OF LADING INFORMATION

1. Each Shipment or Delivery must be accompanied by an accurate Bill of Lading. The Bill of Lading will include the following information:
 - Alcom Job Number
 - Customer Name
 - Customer Job Number
 - Delivery Information
 - Number of cartons/pallets
 - Supplier/Carrier
 - Prepaid or Third party billing
 - Pick up Date
2. Packing list should be obtainable and visible to identify every item. The Customers name should be visible.
 - Quantity per carton/skid
 - Quantity per item
 - Item code
 - Item description
3. No "collect on Delivery" (COD) or Collect shipments will be accepted without prior arrangements.

RECEIVING HOURS

1. 7:30a.m. to 3:30p.m. Eastern Standard Time
2. Monday through Friday (except holidays)
3. Special arrangements can be made a minimum of 4 hours in advance.

BAR CODING SPECIFICATIONS

1. The barcode should be in the lowest point, center of the carton label. (Unless the barcode is separate from the carton label)
2. Bar Coding on incoming material must use Code 128 (Unless otherwise specified)
3. The appropriate department can supply information contained in the barcode.

IMPORTANT NOTES

1. Bed load deliveries (containers/cartons) will only be accepted with prior notification. Additional time and labor will be charged to handle the skidding of the material.
2. Styrofoam peanuts are not accepted.
3. An additional restocking fee may apply.
4. All forms, notifications and bills of lading must be completed and submitted prior to receiving any shipments.
5. Alcom will have the right to refuse any damaged or unmarked material.