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TRA-001



Production Control Supplier Manual

POLICIES AND GUIDELINES

LEVEL/SECTION

DELIVERY

TITLE

TRANSPORTATION

WRITTEN
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PURPOSE

To provide information on transportation of product to DMMI.

RESPONSIBILITY

DMMI requires suppliers to deliver orders within their designated window times on the scheduled order dates. This delivery timing is critical, due to DMMI's low inventory levels and commitment to J.I.T. manufacturing. If the supplier does not know the proper window time, refer to the delivery order and/or the manifest.

TERMS	OWNERSHIP OF GOODS DURING TRANSPORTATION	PAYMENT OF FREIGHT CHANGES	SELECTION OF ROUTING AND CARRIER	DISCUSSION /EXPLANATION
F.O.B. supplier Freight collect	DMMI	DMMI	DMMI	DMMI takes ownership of goods when the DMMI carrier picks up the shipment. DMMI will specify the shipping method and the frequency for the deliveries. If the goods are damaged in transit., DMMI will negotiate a settlement with the carrier.
F.O.B. DMMI Freight prepaid	Supplier	Supplier (Freight changes are included in the piece price)	Supplier	The supplier owns the goods until the shipment is delivered to DMMI. The supplier specifies the shipping method and the carrier. The supplier is still required to comply with DMMI's delivery due dates. Damages which occur in transit will be negotiated by the supplier and the supplier's carrier.
F.O.B. DMMI Freight prepaid and Add	Supplier	Supplier (Freight charges are separate from the piece price and added to the supplier's invoice)	Supplier	Same as F.O.B DMMI Freight Prepaid

Window Times:

Each supplier will have one or more specific window times as determined by DMMI Purchasing and DMMI Supplier Focus. The supplier will be notified in advance (2 weeks) of window time changes. Your delivery order will specify the exact time and date, as well as whether the window time is set for pickup at the supplier or delivery at DMMI. LTL window times are also set as to delivery at DMMI and are negotiated with the carrier by DMMI.

Documentation

Manifest:

Each order and subsequent delivery will be referenced against a unique manifest number. All related documentation must clearly show the manifest number for that delivery. A minimum of 3 copies of the manifest must be created for each delivery and attached to the load in a packing list envelope. The envelope should be placed on the last skid loaded facing the rear of the truck.

Copy 1 - Supplier records

Copy 2 & 3 DMMI Receiving

Billing of Lading

The bill of lading should be used as required by the trucking company and state/federal transportation authorities. Intermodal transportation Bill of Lading must include accurate weights as required by the State Container Act.

Invoicing

Each invoice must reference the manifest number and any supplement numbers which represent the specific delivery being billed. **Backorder deliveries must be invoiced on a separate invoice.** Each manifest must be invoiced separately. For invoicing purposes supplements are considered part of the original manifest. The supplement manifest number must be referenced on the original invoice if you choose to combine them. Backorders must always be invoiced separately. Do not combine them with the original invoice. DMMI Accounting department will compare your invoicing against DMMI receiving records. Any discrepancies will be flagged as "No Good" (NG) and payment will be delayed while it is investigated.