

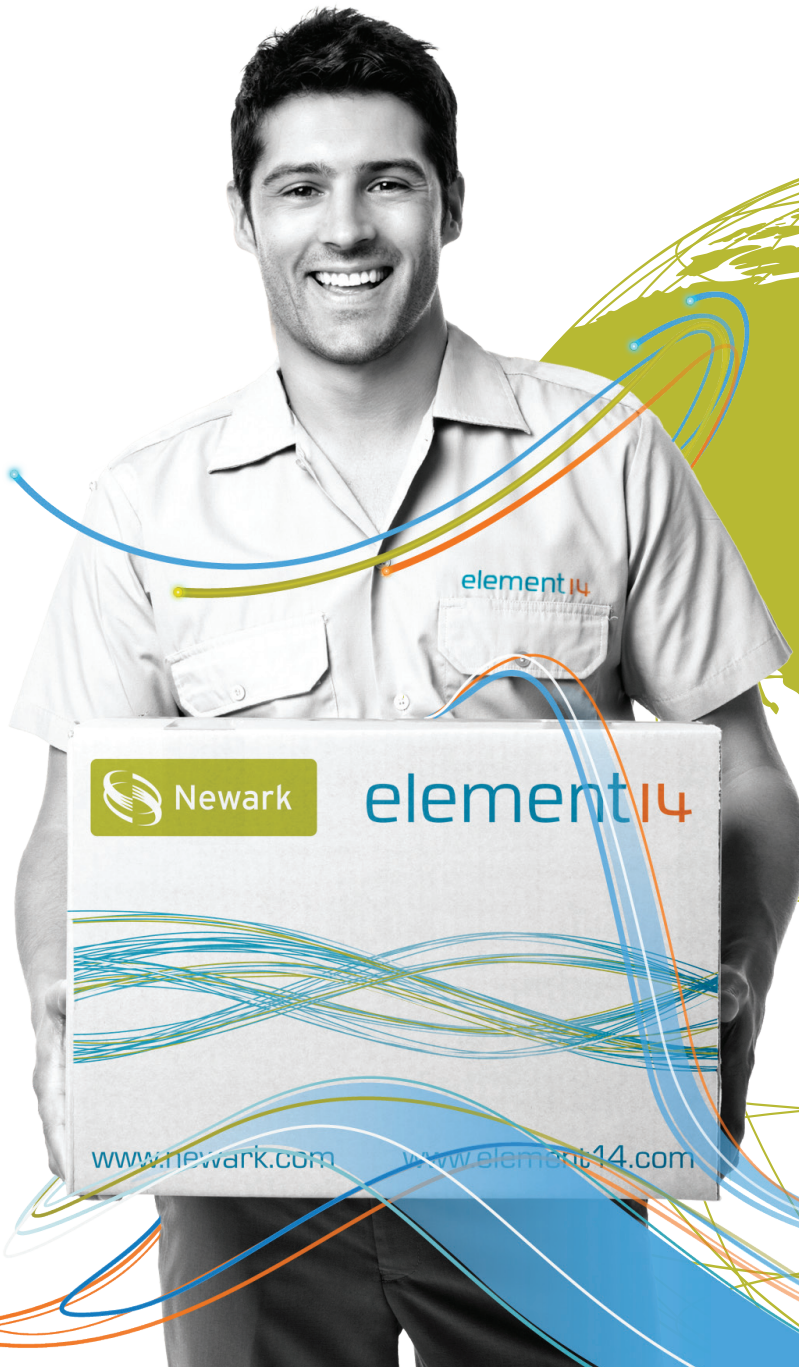


Newark

element14

newark.com | 1.800.463.9275

INBOUND RECEIVING SUPPLIER COMPLIANCE POLICY



A Premier Farnell PLC Company

SCHEDULING

ALL SUPPLIERS ARE REQUIRED TO SCHEDULE AN APPOINTMENT FOR DELIVERY,

even when using a 3rd party carrier; when shipments contain 5 or more skids or pallets. Suppliers should contact the receiving supervisor at least 48 hours before making a delivery. Deliveries may be refused where no valid delivery appointment has been made.



Newark element14 DELIVERY ADDRESS IS:

Newark element14
217 Wilcox Ave
Gaffney, SC 29341

NOTE: Please ship product via carrier specified on the Newark element14 Purchase Order

DELIVERIES ARE ACCEPTED

between the hours of 6:00AM and 2:00PM Monday – Friday
To make an appointment for delivery, contact the receiving supervisors via the following:

Phone: 864.487.1950
Fax: 864.487.0721
Email: gaffneyreceiving@newark.com

INFORMATION REQUIRED FOR APPOINTMENT

- Supplier Name
- Requested delivery date
- Newark element14 purchase order number
- Number of pallets
- Name of carrier company

ADVANCE SHIPPING NOTICE (ASN)

- Supplier to provide ASN's via EDI to be downloaded into Newark element14's WMS.
- ASN's must contain only 1 Newark element14 purchase order number per tracking number.
- ASN's must be for all lines contained within the shipping package and only for those lines.

PRODUCT

Supplier to provide the following bar coded and human readable data on all outer packaging or on individual inner packs if multiple lines are being shipped in a single shipping container:

- Newark element14 purchase order number
- Manufacturer part number
- Quantity contained within the package
- Date code
- Lot code
- Country of Origin

DATE AND LOT CODE

Supplier to provide Date and Lot code data on packaging for all product.

- Date and Lot code must be easily identifiable
- Product shipped with multiple Date and or Lot codes must be packaged separately and identified accordingly (No product shipped with multiple D/L codes packaged together)
- Date and Lot code data on packaging must match data on product
- Product arriving not meeting Date and Lot code specifications listed above may be returned to the supplier

PAPERWORK, PACKAGING AND PRESENTATION

Supplier to provide a packing list inside each container of product. There should not be multiple packages shipped where only 1 package contains the packing list for those multiple packages.

If the same part number is delivered in multiple cartons, those cartons should be delivered together on the same pallet. Where practical, there should only be one Newark element14 part number per carton.

Packing lists must contain the following information in both bar coded (code 128 or code 39 format) and human readable format:

- Newark element14 purchase order number
- Manufacturer's part number
- Supplier part number
- Product description
- Quantity delivered
- Quantity on backorder
- Certificate of Conformance (see below)


Supplier to provide a Certificate of Conformance for all product either on the packing list or as a separate document included with the packing list.

Supplier to ship all Electrostatic Discharge (ESD) and Moisture Sensitive (MS) products in appropriate ESD or MS packaging.

To: Newark/element 14 217 Wilcox Ave. Gaffney, SC 29341		PO #: 373263 
Manufacturer P/N: 853-43-050-10-001000 		
Description: STANDARD SOCKET HEADER Newark/element 14 P/N:  04M4148		
Country Of Origin:  usa	Date Code:  110929	
QTY: 64 	PKG: 1  OF 1 	
ROHS: YES		

PACKING SLIP

ABC COMPANY
123 MAIN STREET, CITY, USA 12345-6780


Packing Slip #:  2381940


Customer Number: 000001 20
Ship To: NEWARK ELECTRONICS
217 WILCOX AVENUE
GAFFNEY, SC 29340-0000



Ship Doc #	Date	Job	Ship VIA	Packed By	Charges
1846157	9/28/11	0807495	UPS COLLECT	RCARRI	


Manufacture Lot #/Comment:

Cartons	Quantity	Total Weight	UCC Code	UCC Part Number
1.00	7000	19.00	N 1611038	EMV500ADA100MF55G

PO Number:  287742 Line #: 2 Sched #: 000000

Quantity:  0007000

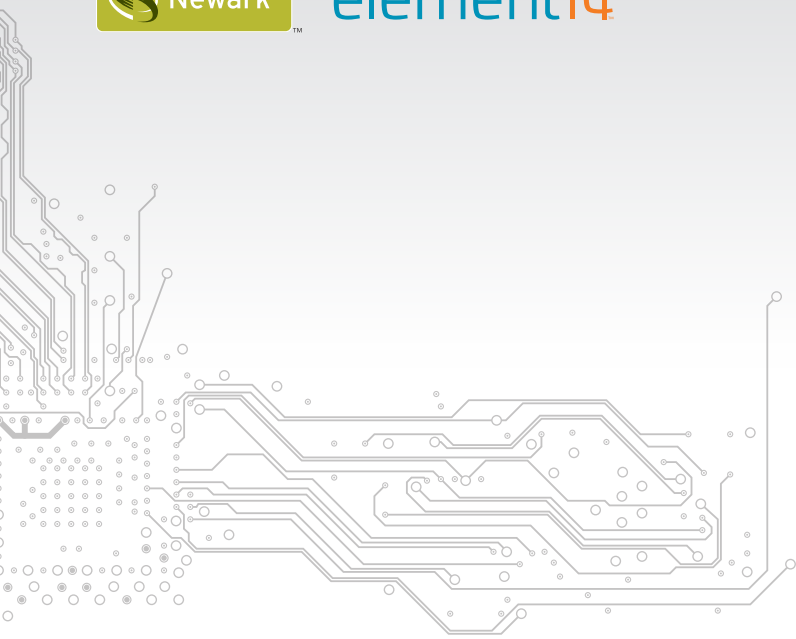
Vendor number:  Date: 092811


Customer P/N:  09P9334 Revision: REP

We certify that these goods were manufactured in Indonesia
We hereby certify that these goods were supplied in compliance with all the terms of the purchase order.

PLEASE NOTIFY IMMEDIATELY
IF ERROR IS FOUND IN SHIPMENT

CUSTOMER



PALLETS

- Pallets will be standard dimension of 40" x 40"
- Palletized orders will be wrapped secure with no overhang
- Pallets will not be stacked higher than 48"
- Palletized product must be stacked so that heavier freight is on the bottom
- Mixed pallets will be marked "Mixed Pallets" on all four sides
- Pallets must consist of a two or four way pallet for easy loading
- Damaged pallet deliveries or pallets in excess of maximum height can be refused.

HAZARDOUS GOODS

- All hazardous products must be clearly labelled with the appropriate warning symbol.
- All hazardous products must be packaged separately from non-hazardous goods.

- The first delivery of any hazardous product should enable access to the relevant material safety data sheet. This need not be in paper form but the supplier should advise of any electronic file location /web address from where this information can be retrieved. Ensure that any deliveries are made in full compliance with current ADR/DGSA regulations. Any delivery of hazardous goods that show signs of damage, spillage or leakage will either be refused, or if return increases risk to the carrier, will be disposed of at supplier's expense.

DISCREPANT AND RETURNS

Any goods that have been rejected by the Newark element14 receiving process will be returned to suppliers no more than one month from receipt. Product may be rejected for non compliance of guidelines established above or for the following reasons:

- Wrong part sent
- Over delivered
- Damaged

Please note, this is not an exclusive list. Should Newark element14 have a need to return goods to you, you will be required to provide a returns authorization number and also arrange transport for the retrieval of your goods.



Just what you asked for... we delivered.
 (And there's more to come.)



LEARN MORE AT newark.com/together

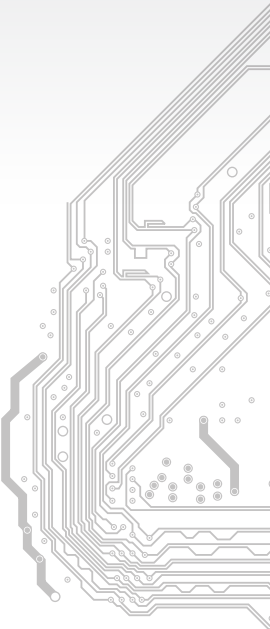




Newark element14 Vendor Manual

ROUTING

AND SHIPPING GUIDE



Newark element14’s Global Logistics team is working to improve inbound processes to provide our customers with outstanding service while managing operating costs. As our business partner, we are asking for your assistance in achieving these goals. Please forward this document to your Transportation Manager or personnel in charge of shipping.

Adherence to this routing policy will enable us to track shipments in transit and evaluate carrier performance. It is also critical for implementation of our barcode receiving process. This has a significant impact on our ability to provide optimum service to our customers.

We appreciate your support and request that the policy be communicated to the appropriate departments and individuals within your company. If there are any questions regarding this document, please use the Newark element14 Contact Information on Page 2 to contact the appropriate personnel.

Sincerely,

Thomas Mayfield
Director of Operations
Newark element14
tmayfield@newark.com

<u>ENCLOSED YOU WILL FIND:</u>	<u>PAGE</u>
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SUPPLY CHAIN CONTACT INFORMATION

FOR QUESTIONS ABOUT...	PLEASE CONTACT
<p>Inbound Routing Instructions and Shipping Guidelines</p>	<p>Walt Stiffler, Traffic Manager Ph: 864.487.1958 wstifler@newark.com</p>
	<p>Janet Upchurch, Traffic Coordinator Ph: 864.487.1945 jupchurch@newark.com</p>
	<p>Enrico Fiorani, Freight & Customs Expeditor Ph 773.907.5547 efiorani@newark.com</p>
	<p>Thomas Mayfield, Director of Operations Ph: 864.487.1907 tmayfield@newark.com</p>
<p>ASN Data and Mapping Guidelines</p>	<p>Enrico Fiorani, Freight & Customs Expeditor efiorani@newark.com</p>
<p>UPS PLD-compliant Manifest Upload</p>	<p>Your UPS Account Executive and Customer Automation team</p>

VENDOR SHIPPING GUIDELINES

Carrier Selection for all shipments to Newark element14's location must follow the instructions contained within this document. It is the responsibility of the shipper to comply with all requests herein described by this routing guide, in addition to compliance with selected carrier requirements. Special purchase order instructions or delivered pricing agreements will supersede these instructions; this includes drop ship purchase orders.

BASIC GUIDELINES

- Companies must follow the carrier routing as provided in the Newark element14 Purchase Order instructions.
- Newark element14 agrees to pay freight charges based only on routing provided.
- Invalid shipments, unauthorized substitutions, invalid orders, canceled orders, early shipments, over shipments and duplicate shipments **may be shipped back to vendor at their expense or subject to a handling fee.**

VENDOR CONDITIONS

It is the responsibility of the vendor to comply with the instructions set forth within the Newark Routing Guide. If instructions are unclear it is the responsibility of the vendor to contact Newark for further instructions using the contacts in this document. Misrouted shipments in which the vendor fails to contact Newark will be seen as a disregard of Newark routing instructions and will be viewed as non-compliant with the Newark Routing Guide. **Such non-compliance may be subject to a charge back or penalty equal to the additional freight costs thus incurred resultant from the non-compliance.**

It is the responsibility of the supplier to consolidate all multiple same day shipments bound for a single destination and to consolidate shipments that are traveling via the same mode. All individual packages should be placed in an over-pack box, or Master Container, and shipped using the consolidated Total Ship Weight. All Ground consolidation shipments must meet the individual carrier's predetermined weight, length, and girth requirements. Please list all P.O. #s contained within the consolidated container.

All Weights refer to the Total Ship Weight. Total Ship Weight constitutes product, container (box or pallet), and any additional packing material.

U.S. VENDOR SHIPPING GUIDELINES

For vendor located in the United States shipping to any **U.S. Newark element14 warehouse (see listing on page 8)**, please follow the guidelines below:

It is the responsibility of the supplier to consolidate all multiple same day shipments bound for a single destination. See page Vendor Shipping Guidelines on **Page 3** for more information.

GROUND - Direct to Newark element14

Guidelines

1 TO 150 lbs.....Use United Parcel Service (UPS)

1. Use UPS Inbound Freight Collect Account# **6A409X**

151 to 15,000 lbs (LTL)Use UPS Freight

1. Within the Continental United States Only
2. If outside Continental United States, please refer to **Page 6**
3. If Shipment is less than 15,000 lbs, but will exceed 16 pallets: call for routing instructions. Please refer to contact information section.
4. UPS Freight Bill of lading must be marked **"Inbound Freight Collect"**

15,000 lbs +.Full Truckload

1. Within the Continental United States Only

Call for routing instructions. Please refer to contact information section

AIR FREIGHT - Direct to Newark element14

Note: All requests for Inbound Air freight to Newark element14 Warehouse(s) must be approved by Enrico Fiorani efiorani@newark.com

Guidelines

1 to 150 lbs..... Use United Parcel Service (UPS)

1. Use UPS Inbound Freight Collect Account # 6A409X

151 to 15,000 lbs (LTL).....Use UPS Supply Chain Solutions

Use UPS SCS Freight Account# **536362304**

All invoices and freight bills that require premium freight service must have the buyer's name referenced on the paperwork. Suppliers are not authorized to ship premium freight service without Newark element14's expressed written or verbal authorization.

NON-US VENDORS SHIPPING GUIDELINES

For all shipments from non-US vendors to all Newark element14 US warehouses, please use the following routing guidelines:

Maximum shipment frequency for non-US vendor shipments should be weekly and orders should be consolidated accordingly.

FOR SHIPMENTS 1 TO 100 LBS:

Ship via United Parcel Service (UPS)

Use UPS Inbound Collect Account# **6A409X** and ship via International Saver Service Level

FOR SHIPMENTS GREATER THAN 100 LBS:

From Asia:

Ship via Miami Valley Ocean LCL or Container. See attached listing for contact information and ship to the consolidation point provided by local Miami Valley agent.

Note: All requests for International Air Freight must be Approved by Newark element14 Global Logistics:

Enrico Fiorani (email: efiorani@newark.com)
phone: 1-773-907-5547

Walt Stiffler (email: wstiffler@newark.com) phone: 1-864-487-1958

If Air freight is approved, please ship via UPS Supply Chain Solutions

Use UPS SCS Account #536362304 and ship via the Consolidated (not Direct) Service Level

Ningbo

Liaoning ZHH-CDS Logistics Co., Ltd.
Room 2501, Portman Tower,
No. 48, Cai Hong North Road,
Jiangdong District, Ningbo 315040,
Zhejiang Province, China

Tel: (86) (574) 2789-8888
Fax: (86) (574) 2789-8899
Contact : Mr Martin Hsu / Miss Tina Huang

Qingdao

Liaoning ZHH-CDS Logistics Co., Ltd.
Room C, 9/F., Tsingtao Beer Tower,
May Fourth Square, Hong Kong Road,
Central, Qingdao 266071, China

Tel: (86) (532) 8572-1916 / 8573-0742 / 8573-1249
Fax: (86) (532) 8572-7161
Contact : Miss Helen Wang / Miss Jennifer Zhou

Guangzhou

Liaoning ZHH-CDS Logistics Co., Ltd.
Room 1210-1211, Jie Tai Plaza,
218-222 Zhongshan Liu Road,
Guangzhou 510180, P.R.C.

Tel: (86) (20) 8132-0306 / 8132-0307
Fax: (86) (20) 8132-0305
Contact : Mr Edward Chen / Miss Carmen He

Shenzhen

Liaoning ZHH-CDS Logistics Co., Ltd.
Flat A, 19/F., Tower A,
World Finance Centre Office Tower,
4003 Shennan Rd., East, Shenzhen,
518008, China.

Tel: (86) (755) 2598-0388
Fax: (86) (755) 2598-0288 / 0377
Contact : Mr Stephen Wong / Miss Jennifer He

Newark element14 Sourcing Policy - Sourcing for purchase orders made with U.S based vendors must come from U.S. based locations, unless one of the following apply:

1. Merchandise is shipped delivered duty paid (DDP);
2. Freight terms are specified in our purchase order instructions;
3. Freight terms are specified in the Newark element14 pricing agreement,

In the event product is sourced overseas without the proper agreements, Newark element14 will pay only the portion corresponding to the domestic transportation of the product from the port location to the final destination.

Country of Origin - U.S. Customs regulations require identification of country of origin on all material received. All shipments must have a country of origin label on the external packaging. All shipping paperwork must include a Certificate of Origin, identifying the country in which the goods were manufactured.

Accurate supplier paperwork will promote timely customs clearance, essential to on time delivery of product from international suppliers to Newark element14.

All invoices and freight bills that require premium freight service must have the buyer's name referenced on the paperwork. Suppliers are not authorized to ship premium freight service without Newark element14's expressed written or verbal authorization.

Vendors must comply with ISPM-15 regulation when shipping internationally. Newark element14 reserves the right to charge shipping and /or handling fees due to non-compliance.

DIRECT-TO-CUSTOMER OR DROP SHIP

Ship via carrier instructions specified on the Newark element14 Purchase Order

For Prepaid and Add shipments, add the freight amount to the merchandise invoice and not a separate bill.

DO NOT bill Newark element14's Collect Account number for any drop ship orders.

Freight Cost Application - All incurred Freight Costs **Must** be applied to total merchandise invoice.

Drop Ship incurred freight costs are **Never** to be applied to Newark element14's UPS Collect Account Number.

VENDOR PACKAGING GUIDELINES

STANDARDS

All shipments should be made in standard shipping containers and must conform to National Motor Freight Classification (N.M.F.C) standards.

PACKAGING

The following guidelines apply to packaging:

1. Each SKU must be packaged individually.
2. Each SKU must be inside a carton or bag.
3. Any item requiring hardware must have the hardware included in the same carton as the original item.
4. Items are to be consolidated in the most economically sound way.

Newark element14 Purchase Order number, Newark element14 Stock number, and Manufacturer's Part Number **Must be clearly marked** on the outside of each carton.

MASTER CARTON

Master Cartons can be used but must follow these basic standards:

1. **"Master Carton"** must be clearly marked on all six sides of the master carton
2. Multiple cartons should be placed inside a Master Carton or bundled together
3. Each SKU must be boxed or bagged separately, with all available hardware included within the same container.

4. Each SKU must be labeled with the SKU number, Manufacturer Part Number, PO number and Quantity shipped.

PACKING SLIP

Packing slips are used to enter receiving information into the system in the event of barcode label failure. Failure to supply packing slips delays your payment, slows the flow of receiving and could result in vendor being held non-compliant with our standards.

Packing Slips must be placed in clear window on the outside the shipping container. An additional packing slip must be on the inside of the shipping container.

A separate packing slip must be provided for each purchased order and sorted by pallet.

The packing list must include for all items in the shipment in accurate and legible print:

1. Newark element14 Purchase Order Number
2. Manufacturer's Part Number
3. Newark element14 Stock Number
4. Amount Ordered
5. Amount Shipped
6. Amount Backordered
7. Unit of measure (i.e. Packs)
8. Quantity

PARCEL SHIPMENTS

The Following guidelines apply to parcel shipments:

1. Must be routed via the Carrier Selection Criteria on Pages. 5 & 6.
2. Must follow the Vendor Shipping Guidelines.
3. Packing list attached to outside of all cartons located in clearly marked envelope.
4. Multi-unit shipments numbered; 1 of 3, 2 of 3, etc...
5. The total number of shipping containers noted on the pack list

LTL SHIPMENTS

LTL or Less than Truckload shipments must be:

1. Must be routed via the Carrier Selection Criteria on Pages 5 & 6.
2. Consolidated and Palletized
3. Pallets will be standard dimension of 40" x 40"
4. Palletized orders will be wrapped secure with no overhang
5. Pallets will not be stacked higher than 48"
6. Mixed pallets will be marked "Mixed Pallets" on all four sides
7. Pallets must consist of a two or four way pallet for easy loading

INVALID SHIPMENTS

Newark element14 does not accept any shipments it deems invalid. Invalid shipments are classified as:

1. LTL or Parcel Shipments not adhering to Newark element14's Routing Guide or Carrier Selection Criteria.
2. Unauthorized substitutions
3. Invalid orders
4. Canceled orders
5. Early shipments
6. Over shipments
7. Duplicate shipment
8. Unauthorized carriers
9. Mis-routing of shipments (as with Direct-To-Customer or Drop Ship orders)
10. Failure to consolidate shipments

Newark element14 reserves the right to ship the product back to the vendor at their expense. Recurring problems with shipments may be subject to a handling charge.

Early shipments may be subject to a handling charge equal to the cost of holding inventory based on the amount received with the early shipment.

Newark element14 WAREHOUSE LIST & ADDRESS

Newark element14
217 Wilcox Ave
Gaffney, SC 29341

Newark element14 NVA
1200 Placid Ave
Plano, TX 75074

Newark element14
6150 W. Chandler BLVD
Chandler, AZ 85226

