

# Seabourn Vendor Packaging & Delivery Requirements

The purpose of this document is to improve the quality and accuracy of deliveries and to expedite payment.

We value our relationship with our partners and feel obliged to let everyone know that we need a 100% commitment to making lasting improvements in this particular part of our business process. Proper carton and pallet manifesting and documentation benefit your company, our consolidators and Seabourn.

Effective immediately Seabourn requires all suppliers to provide the following documentation with deliveries and comply with the delivery guidelines that follow.

## A. Deliveries Pier-side

### *1. Pre-Delivery documentation*

The following documents need to be e-mailed in pdf format to the Buyer at least 48 hours prior to delivery:

- An accurate pallet count (update on the portal/website)
- One copy of the invoice

### *2. Delivery Documentation*

The Commercial Invoice and the Packing List must be firmly attached to the outside of each package, and they must identify the contents and include the following information:

- Vessel Name
- Purchase Order Number
- Invoice Number
- Date Onboard and Port

#### **Don'ts:**

- Do not combine the Commercial Invoice and the Packing List as a single document; they must be separate and distinct documents.

## B. Deliveries to Consolidators

### *1. Pre-Delivery documentation*

The following documents need to be e-mailed in pdf format to the Buyer **and** Consolidator at least 48 hours prior to delivery:

- An accurate pallet count
- One copy of the invoice
- A Packing List

## **2. Delivery Documentation**

### ***Non-palletized Items/Small Package:***

These shipments are usually delivered by DHL, Federal Express and UPS (combine the PO number and the Vessel name in the reference field during the electronic registering process). The Commercial Invoice and Packing List must be firmly attached to the outside of each package, and they must identify the contents and include the following information:

- Vessel Name
- Purchase Order Number
- Invoice Number
- Date Onboard and Port

### **Don'ts:**

- Do not combine the Commercial Invoice and the Packing List as a single document; they must be separate and distinct documents.
- Do not combine items for separate vessels in the same carton.

### ***Palletized Items:***

- The Pallet Manifest/Detail sheet must be firmly attached (but removable for verification) and contain the following information:
  - Purchase Order #
  - Vessel Name
  - Delivery on board date and port location (per the PO)
  - List of POs on the pallet including carton count by PO and total count per pallet (i.e.: HOREQ1234PO01 – 6 (pieces))
  - Number of cases per PO
  - Weight per PO
  - Total number of cartons on the pallet
  - Original and 1 copy of the Commercial Invoices for each PO
  - Pallet weight (pallet will be weighed and variances noted on signed invoice and/or Packing List and reported to Purchasing).
- Pallet storage conditions must be **clearly marked** as Frozen, Chill or Dry.

**Do's:**

- All boxes must be palletized in a verifiable manner (boxes must have identifying labels facing the outside).
- Boxes must be secured to the pallet with clear stretch film wrapped from bottom to top.
- Minimize the number of pallets by stacking pallets up to 6'4".
- For Temperature-controlled shipments (i.e. medicine), the handling label must show outside of the carton.

**Don'ts:**

- Do not mix Frozen, Chill or Dry items on the same pallet.
- Do not mix Frozen, Chill or Dry items on the same invoice.
- Do not combine the Commercial Invoice and the Packing List as a single document; they must be separate and distinct documents.
- Do not combine items for separate vessels on the same pallet.
- Do not split POs between pallets unless the P.O. quantity is greater than one pallet (6'4").

**Additional comments for international (container) consolidation deliveries:**

- All deliveries must be on clean and unbroken plastic pallets approved for export.
- Bonded and Domestic Cargo must be on separate pallets.
- Bonded and Domestic Cargo must be clearly identified on the Invoice.

***IMPORTANT for Hazardous shipments:***

- The MSDS (Material Safety Data Sheet) as well as a 'Hazardous' label identifying the class of HAZMAT must be attached to the exterior of the box.
- Shipments destined for non-US loading ports must be accompanied by proof of inspection or IMO Declaration that shows the IMDG code/UN#/Class#/packaging group/product name.
- HAZMAT items must be delivered 10 days prior to the PO cutoff date.

**Disclaimer:**

None of this document shall be construed to represent any sort of substitution for, limitation on, or modification of the Procurement Terms and Conditions document. If the Seller believes that this document and the Procurement Terms and Conditions document conflict on a particular matter, the Seller should disregard this document for that particular matter.