

Company Standard Practice

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<h2>Shipping Process</h2> <p>Doc. Title:</p>
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Change Record:

Revision Date	Description of Revision	Department Approval	Quality Assurance
3/4/03	INITIAL DOCUMENT RELEASE	DRAFT	
3/26/03	Re-ordered process steps.	DRAFT 2	
3/5/04	Document number was 05.02; deleted 4.12;	BB	NF

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1.0 SCOPE

This procedure describes the process of shipping parts and the materials processed by outside contract services to customers.

2.0 POLICY

The Warehouse is responsible for the pulling of correct parts, quantity, item number and repackage when required in an ESD safe environment and shipping all material delivered to the Company.

3.0 SUMMARY OF PROCEDURE

3.1 Product is pulled from stock or made available from currently receipts of product.

3.2 Product is verified that it is correct, boxed and labeled for shipping.

3.3 Warehouse person completes necessary documentation, attaches the packing list to the parcel(s) and forwards documentation to accounting.

4.0 Details of Procedure

Responsibility

Action

- | | | |
|------------------|-----|--|
| Warehouse Person | 4.1 | Pulls product from stock or from current receipts when presented with a Sales Order requiring shipping. |
| | 4.2 | Stamps the "Sales Order" with "Ship by" stamp and initials. |
| | 4.3 | Generates invoice, packing slip and internal labels when applicable. |
| | 4.4 | Selects an appropriately sized box and packing material for the product, using multiple boxes as required. |
| | 4.5 | Packs the product securely in box(s). |

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- 4.6 Weighs the box and records in computer and applies the appropriate labels.
- 4.7 Logs the shipment in the “UPS” or other carrier log.
- 4.8 Notes the “Ship Via” information on the Sales Order.
- 4.9 Inserts Packing List in envelope and attaches to each parcel.
- 4.10 Forwards the invoice and the detail to Accounting.
- 4.11 Moves the parcel(s) to the “Pick Up” holding location.