



13.0 NOTIFICATIONS

13.1 Suppliers are required to notify Compucraft in writing of any of the following:

- Non-conforming product
- Changes to Quality System status
- Loss of approvals
- Change of location
- Changes to product / process
- Changes of suppliers used in the manufacturing of Compucraft product

14.0 PACKAGING, CRATING AND SHIPPING

14.1 The packing slip and invoice are the documents required for receipt/payment processing. In order to facilitate processing of the receipt and subsequent payment, the following information must be referenced on every pack slip:

- Suppliers name, address and phone number
- Compucraft purchase order number
- Date parts shipped
- Total quantity shipped and the quantity in each container
- Part number
- Description shown on the purchase order

- Bill of lading
- Legible pack slip number
- Multiple boxes with same pack slip must reference 1 of 3, 2 of 3, 3 of 3, etc.
- Pack slip required on the outside of #1 box and inside each individual box Unit of measure
- Sold to
- Certification data
- Rejection tag number, applicable.

SAMPLE ONLY