

AUSTRALIAN ARROW PTY. LTD.

PACKAGING & LABELING REQUIREMENTS SUPPLY DIVISION (ELECTRONICS)
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PROCESS OWNER:	DEPARTMENT MANAGER – PURCHASING & MATERIALS MANAGEMENT
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DETAILED DESCRIPTION OF CHANGE(S)	ISSUE	DATE
First Issue	A	22/02/2011

LIST OF MANAGERS REQUIRED TO APPROVE CHANGE(S)	
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Senior Manager: Sales, Purchasing and Electronics Engineering	
Department Manager: Purchasing & Materials Management	
Purchasing Operations Leader	
SQA Manager	

Action Plan used to inform/train all Associates affected by this procedural change	RESP.	DATE
1.		
2.		
3.		
4.		

PROCEDURE LOCATION / DIRECTORY:	Purchasing Internet Site
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AUSTRALIAN ARROW PTY. LTD.**PURPOSE / SCOPE**

This packaging and labelling specification is to improve standardization and material flow in our stores and production. The supplier benefits from faster and more accurate booking in and consumption of their goods and potentially more efficient payment.

This specification is valid for all suppliers delivering to the electronics division of Australian Arrow Pty Ltd (AAPL).

DELIVERY

All deliveries to the Production Division (Electronics) are currently made to –

Roller Door 1, 46 Lathams Road,
Carrum Downs, 3201

Normal delivery hours are Monday to Friday 7.10am to 3.30pm. Production Division (Electronics) Store contact number is (03) 9785 0755.

The above address should be found on the outer container of each delivery.

All deliveries require an invoice or delivery docket with an AAPL purchase order number.

PACKAGING

Unless otherwise specified, it is the suppliers' responsibility to:

- To provide packaging suitable for transportation and receipting into the AAPL electronics store
- To keep the weight of manually handled packages below 16kg
- To design cost effective and environmentally suitable packaging.

All parts must be delivered in a good and dry condition, fit for use in a high quality environment.

Pack quantities and any necessary packaging deviations are agreed with the Purchasing Department at the beginning of the contract and can only be changed by mutual agreement.

LABELING

As AAPL has introduced a barcode system for all incoming deliveries, it is a requirement for all suppliers to deliver with goods bar-coded. This will improve the accuracy and efficiency of our receipting process. The supplier will benefit from less invoice queries and potentially a faster payment cycle.

AUSTRALIAN ARROW PTY. LTD.**LABELING (Continued)**

The preferred barcode for each single pack is shown in figure 1. The minimum bar-coding requirement must contain the AAPL Part Number and quantity.

AAPL require all suppliers to use barcode standard Code 39 or Code 128. Other formats need to be discussed and approved by AAPL.

Breakpoint, Pilot Build and PPAP labeling may be requested from the supplier from time to time. These labels should be placed alongside the bar-code label and follow the format defined in our Quality System Requirements document.

Figure 1 – Suggested barcode layout.

Note: Suppliers on scheduling agreements should use the schedule number (55XXXXXXXX) instead of a PO Number.

**REFERENCE DOCUMENTATION**

Quality System Requirements document