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REVISIONS			
REV	DESCRIPTION	DATE	APPROVAL
-	Initial Release	10/1/2020	SAF

<p>PROPRIETARY STATEMENT: THE INFORMATION CONTAINED HEREIN IS CONFIDENTIAL AND PROPERTY OF CORE TECH INDUSTRIAL CORP. WHERE A DRAWING IS FURNISHED TO A CUSTOMER IT SHALL BE USED SOLELY FOR PURPOSES OF INSPECTION, INSTALLATION, OR MAINTENANCE. THE INFORMATION SHALL NOT BE USED OR DISCLOSED BY RECEIPT FOR ANY OTHER PURPOSE WHATSOEVER.</p>	SIGNATURES		DATES		 Ballston Spa, NY	
	DRAWN S. Fraioli		10/1/2020			
	CHECKED S. Ralston		10/1/2020			
	ENGINEERED S. Fraioli		10/1/2020			
	ISSUED S. Fraioli		10/1/2020			
				Standard PO Packaging Specification		
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SCOPE: This document defines the standard Purchase Order Packaging Requirements for suppliers, goods purchased by Core Tech.


*****Unless otherwise specified on the Purchase Order; all orders must be packaged in accordance with this document.**

All Packages and Shipments must include the following:

1.0	PO materials supplied must be packaged in adequate cardboard boxing or wooden crating as per recommendation of supplier to ensure no damage during transit or storage.
2.0	PO materials supplied must be packaged with consideration to onsite storage of minimum 6 months.
3.0	PO materials supplied must be accompanied by a physically (paper copy) attached packaging slip. Packing Slips must include all of the following:
	a. Purchase Order Number
	b. Part Number as specified on Purchase Order
	c. Qty supplied
4.0	PO materials supplied that contain more than 1 package must contain clear markings on all related packages. (Example: PO 12345 contains 3 cardboard boxes, each box must be appropriate labeled box 1 of 3, 2 of 3, 3 of 3.
5.0	Pallets/crates must weight no more 3000lbs per
6.0	If applicable, Shelf Life expiration must be clearly visible on product or product packaging. Product with shelf should be sent with no less than 6 usable months worth of life.
7.0	Any special documentation requirements as noted on the PO must accompany the product physically (hard copy).
8.0	Dangerous good products or packages or those requiring MSDS must be accompanied by paperwork physically (hard copy)

Any packaging deviations to this specification unless approved in writing shall lead to refusal of shipment and/or related bill back charges to the supplier at time of invoice processing.

Missing paperwork requirements listed will delay invoice payments.

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