



**CARPIANO D**ISTRIBUTION **C**ENTER

# Expectation for Deliveries

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## 1. Delivery address and contacts

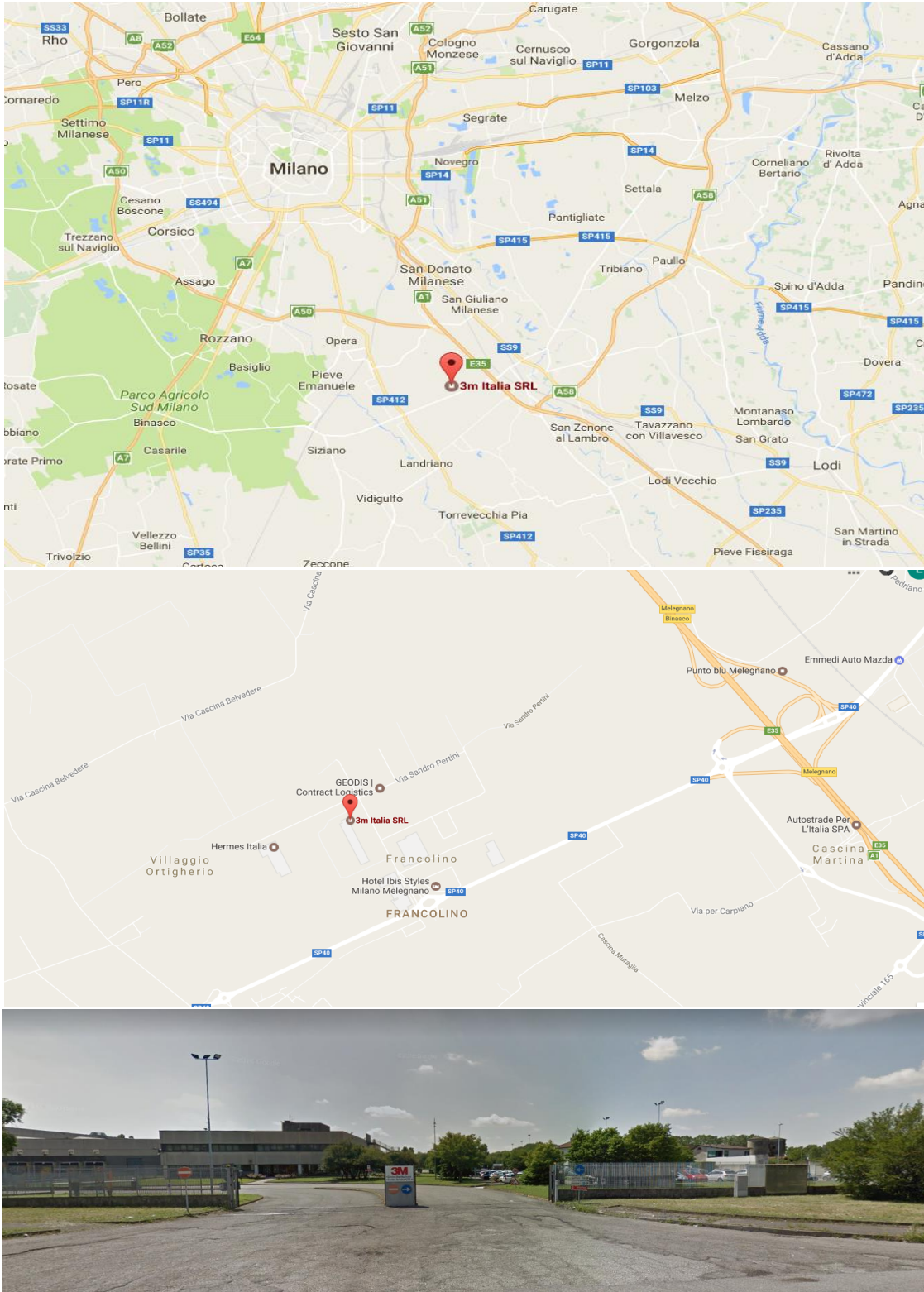
# **3M** Italia srl **Carpiano Distribution Center**

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## 2. Site Map



**Please find as follows a guideline to assist you to comply with the general requirements of our logistics systems. To keep this compendium brief you will find some references to detailed 3M policies, guidelines, specification, etc. attached in brackets.**

### **3. Receiving**

These supplier expectation rules are part of each purchase and delivery contract. Non-conformance with these rules may lead to delivery rejects.

In case of rejects 3M will not accept any charges, further more we reserve to send back the goods in charge of the supplier.

These points can lead to a delivery reject:

- the delivery date is not kept
- unsorted or defective goods
- missing packing list
- discrepancies between delivery quantities and packing list quantities
- damaged or dirty goods
- False delivery address
- pallets packed too high
- material does not carry product labels according to 3M specification
- pallets must be unloaded from the side
- no pre-advice
- missing or wrong customs documents

### **4. Delivery date / delivery advice**

Deliveries with pre-advice will be scheduled with preference, if they are advised at least 48 hours prior to delivery. If the truck is not in time it's possible that the driver has to wait before we can unload.

Complete trucks should be advised either by Email or by telephone at least 48 hours prior to delivery to minimize clearing times for the truck.

Deliveries could be done from:

**From Monday to Thursday between 8:15 am – 12:30 pm and 13:30 pm – 17:00 pm**

**Friday between 8:15 am – 12:30 pm and 13:30 pm – 15:15 pm**

**otherwise with special agreement with the receiving department.**

Addresses and contacts can be found on page 2.

### **5. Truck loading and unloading**

Unloading of trucks is only possible from the back; Unloading from the side isn't possible. Please refer this restriction during truck loading in your operation and please make sure that your trucks are suitable for a fork lift unloading.

## 6. Delivery Documents

Deliveries without packing list with bad readable packing list will be rejected.

### **Required packing list information:**

- PO-Number (and PO line number)
- 3M-ID number (XX-XXXX-XXXX-X)
- ordered quantity
- supply chain unit
- material description
- delivered quantity in number of supply chain units
- shipping date or invoicing date
- country of origin for deliveries from outside European Union
- total number of pallets and total number of loose pieces/cartons
- we need the CMR and the Packing list or loading list
- when we receive a sample order we need an information on packing list who ordered the material