

# Listing of Ship Units Instructions

(Part number 6861631)

## Introduction:

Babcock & Wilcox Power Generation Group Canada (B&W) is involved in many turnkey projects. These projects require a great deal of coordination and teamwork, particularly with respect to information on materials. As one of our valued suppliers, you are an integral member of our project team. The success of our project relies on this teamwork and the timely flow of this information.

## Ship Unit Definition:

For the purpose of this instruction, a "ship unit" is defined as an individual item (bolts, beams, panels, washers) that you (or your subcontractor) will pack and ship to satisfy our purchase order with you. Kits or lots must be broken down with every part of the kit or lot listed on the Listing of Ship Units.

## Purpose:

The Purpose of the Listing of Ship Units (LSU) is to provide a comprehensive list of ship units that you (or your subcontractor) will pack and ship to satisfy our purchase order with you. The LSU that you must provide is the input to our Worldwide Shipping and Tracking System (WSTS) database. WSTS is used by project management, manufacturing, and construction team members to identify, track and receive each ship unit. By providing the information in a timely manner, we can ensure the accuracy of the data and smooth flow of information to all parties. This detailed information has reduced the need for follow up telephone calls with you, our supplier, and enabled us to better control material at our sites.

## PLEASE NOTE:

Do not add or modify tab names within the MS Excel workbook. There must be only one spreadsheet per workbook and the tabs must be labeled "Blank Form" and "Definitions."

## Instructions:

1. The LSU can be retrieved from <http://www.babcock.com/supplier>. Before completing the LSU, you must check the projects listed in the drop "Select Project By" drop-down box on the "Supplier Forms" Web page. If the project number for which this material is being provided appears in the drop-down box, click on the project number to get project-specific forms. For all other projects, use the general Listing of Ship Units form on the home page.

When opening the spreadsheet, if prompted, please click on the "Enable Macros" button.

2. Complete the appropriate data fields defining each ship unit, and submit the LSU before making any shipment. B&W is to receive the completed LSU by the date indicated on the purchase order line item specifying the requirement for the Listing of Ship Units. Normally, the LSU must be submitted four (4) weeks before the first shipment. If, for any reason, this requirement cannot be met, you must notify the respective Babcock & Wilcox purchasing agent.
3. The LSU is a Microsoft Excel Spreadsheet. On the spreadsheet are instructions for each required cell. After completing the spreadsheet, we recommend you click on the button labeled "Highlight cells to fix." Doing this runs a macro that checks the spreadsheet for the required information. If additional information is needed the associated cells will be highlighted for your attention. Kits or lots must be broken down with every part of the kit or lot listed on the LSU.
4. Save the form as an Excel file to a floppy disk or to your hard drive. Attach the Excel file to an e-mail message and send the completed form electronically to: [BWCTPDOCUMENTCONTROL@BABCOCK.COM](mailto:BWCTPDOCUMENTCONTROL@BABCOCK.COM). It is not necessary to wait until all ship units are defined to issue an LSU. Multiple LSUs are acceptable.

5. If work is sublet to another vendor, you must require completion and submission of this form to the e-mail address in number 4 above.
6. Be sure to reference the following on all correspondence
  - B&W Project Number
  - B&W Purchase Order Number
7. If you have any questions please contact your B&W purchasing agent.