

Packing List Instructions

(Part Number 2293378)

Introduction:

The Babcock & Wilcox Company (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.

Purpose:

To receive Shipping Release, you must complete a B&W packing list (PL) part number 2293378. The purpose of the PL is to provide detailed ship unit information concerning a specific shipment against a specific purchase order. The PL is a complement to the Listing of Ship Units (LSU). Our Transportation team uses the PL to coordinate the shipment of the material supplied against our purchase order to the job site. By providing the information in a timely manner, we can ensure the accuracy of the data, the smooth flow of information to all parties, and minimize material problems at our construction sites.

PLEASE NOTE:

No package may contain ship units for more than one B&W project. No package may contain ship units for more than one B&W purchase order.

INSTRUCTIONS:

1. The PL can be retrieved from <http://www.babcock.com/supplier>. Before completing the PL, you must check the projects listed in the "Select Project By" section on the bottom of the Web page. If the project number for which this material is being provided appears in the dropdown box, click on the project number to get project-specific forms. For all other projects, use the general Packing List Form on the home page. When opening the spreadsheet, if prompted, please click on the "Enable Macros" button.

2. Complete the packaging data with information detailing the quantity of each ship unit part and include the corresponding information identifying the ship unit as required on the PL form. On certain orders, there will be a need for multiple PLs. Each PL form must be submitted at least one (1) week prior to shipment. If for any reason this requirement cannot be met, please contact the respective B&W purchasing agent.

3. The PL is a Microsoft Excel spreadsheet. On the spreadsheet are instructions for each required cell but all yellow cells must be filled out and you will not be able to save the document until all yellow cells have been completed. You may hover your cursor over any header to see an explanation about what data is requested. Blue cells should be filled out where applicable.

4. Kits or Lots must be broken down with every part of the kit or lot listed on the PL.

5. Save the form as an Excel file your hard drive. Attach the Excel file to an email message and send the completed form electronically to BDOCCNTL@babcock.com . The e-mail must include the complete name, address, phone and fax numbers and the e-mail address for both the person providing the packing list and for the person at the pick-up location.

6. 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 at least one (1) week prior to shipment.

7. Be sure to reference the following on all correspondence - B&W Project Number - B&W Purchase Order Number

8. Following review, shipping release with appropriate instructions will be sent by return e-mail. The approved PL must accompany the shipment.

9. If you have any questions please contact your B&W purchasing agent.