

# Packing List/Bill of Lading Instructions

(Part number 6861571)

## 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.

## Purpose:

The purpose of the Packing List (PL) and Bill of Lading (BOL) is to provide detailed information informing us which ship units are in which package and how that (those) package(s) shipped. The PL and BOL complement the Master Shipping List (MSL). 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.

## 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. All packages should be clearly marked with the B&W purchase order number, purchase order line number and project number.

1. Please submit proof of shipment, by e-mail, including a copy of the approved Babcock & Wilcox Packing List Form and Bill of Lading, courier tracking number, airway bill number, etc. on the day of shipment to Babcock & Wilcox PGG Canada Document Control at [BWCTPDOCUMENTCONTROL@BABCOCK.COM](mailto:BWCTPDOCUMENTCONTROL@BABCOCK.COM).

If you have not previously submitted a packing list for approval, please go back to the main Supplier Forms Web page (<http://www.babcock.com/supplier>) to prepare a Babcock & Wilcox Packing List Form (Part No. 6861570).

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

Follow the instructions reflected in the cell comments box (or refer to the definitions tab at the bottom of the spreadsheet for instructions on what data to load to the spreadsheet) to prepare a Babcock & Wilcox PGG Canada Packing List Form.

2. On your Bill of Lading or on your fax cover letter, be sure to reference the following:
  - B&W Project Number
  - Purchase Order Number
3. If you have any questions please contact your B&W purchasing agent