From QRP CENTRAL

# It is our responsibility to make sure every part shipped meets the customer’s expectation, clean and protected from damage in transit.

# All part descriptions will use the ARA Condition Codes

# Parts will be shipped with no further need for clean-up or quality control

# All parts need to be properly packaged per shipping companies’ policy and procedures to prevent damage

# General Check List

# Check to make sure the inventory stock number on the part matches that of the invoice – Stock number must remain on part at all times. If needed the number may be relocated to a seam or underside

# Check to make sure the part is the correct side as stated on the invoice – left part is actually the left part

# Check condition codes and/or description on the invoice to make sure it accurately represents the actual condition of the part

# Wash, clean, polish or otherwise prepare the part per the outlined standard of this Shipping Guide

# *Treat all parts shipped as if it is going to your best customer*

# Drain all fluids and cap or plug any openings to prevent leakage of any remaining fluids

# Any damage or condition differing from the invoice description needs to be reported to the CUSTOMER for confirmation and authorization to ship in its actual condition --- added to paperwork

# Attach invoice and stock # to the part in a packing pouch in a clearly visible location

# Shipping Standards

## Shipping in boxes

* 1. ~~Blank or PRP boxes only~~
	2. No previously used shipping labels
	3. ~~No individual yard branded shipping materials~~
	4. Boxes must be clean
		1. No grease
		2. Minimal wear/tear
	5. Never use trash or soiled filling material to protect parts in boxes
		1. Packing peanuts & shredded paper prohibited unless secondary containment is being used (ie bagged)

## Shipping on Pallets

* 1. Refer to the individual shipping guidelines listed below for each part type
	2. Consider transportation network pallet requirements - Always use pallets that can be accessed by standard 13” fork pallet jacks
	3. Refer to PRP National Pallet Standardization Guidelines specs if building your own engine/transmission pallets
	4. Do not reuse pallets which are obviously damaged/weakened
	5. Always consider floor space and part protection when choosing a pallet size

From QRP CENTRAL

PALLETS

* Quality and construction sufficient to carry the required load
* Banding must be protected from sharp edges to prevent breakage
* Large enough to protect and comfortably fit the part
* Banding, wire and/or straps to be secured under the main side support stringers

*Note: Movement during shipping may pull the top boards off allowing the part to become loose and possibly off of the pallet*

## Drop Shipments

* 1. After order confirmation from end customer:
		1. Vendor facility’s salesperson creates work order indicating buying facility as the customer
	2. Vendor facility inspects, prepares and ships direct to the end customer address provided by the buying facility after completing the following:
		1. Remove ALL tags, stock numbers and labels except PRP branded warranty tags if applicable
		2. Apply the buying facility’s PO number in accordance with the tagging and identification guidelines listed below
		3. Generic packaging only – Team PRP boxes are acceptable, absolutely no yard specific packaging material or boxes
			1. Ensure no prior used shipping labels are still attached to the box
		4. Never include an Invoice
		5. Using UPS / Worldship
			1. Change “from address” to reflect either the buying facility’s name and address, or the generic “PRP NORTH EAST” title with the sending facility’s address ONLY - NO NAME
	3. Once packaging and shipping processes are complete, and part has been received by the shipper
		1. Email invoice and tracking number to the purchasing facility
	4. RETURNS
		1. Return freight charges are to be paid by the buying facility for any part being returned for a reason which is not attributable to a mistake being made by the vending yard (lost sale, ordered wrong)