

Memo

To: All Midmark Production Suppliers

From: Ryan Tyler, Corporate Purchasing Manager

Re: Incoming material label and packaging requirements

Midmark has label and packaging requirements for all incoming material shipments. Please be advised of the minimum expectations listed below.

Packing Slips:

- No staples
- Supplier Information (name, address, phone number)
- Midmark purchase order and release, if applicable, and line item number being shipped
- Midmark part number
- Description of part
- Midmark quantity ordered, quantity delivered, quantity backordered
- Serial numbers/lot numbers (if applicable)
- Date shipped

Labels:

- Located on outside of EACH shipping container. Minimally, indentify number of shipping containers (i.e. 1 of 2, 2 of 2)
- Supplier name on outside of all shipping containers
- Midmark purchase order number
- All shipping containers labeled with Midmark part numbers and shipped quantity (for single items)
- Multiple parts in one shipping container (all components must be labeled with part number and shipped quantity on outside of individual packaging)

Memo

- Bar coding is NOT a current expectation, but will be a requirement in the future

General:

- All individual part numbers need to be individually packaged.
- All drop shipped product must be identified with Midmark's purchase order number
- No packaging peanuts
- Pallets in good condition (no broken boards) with an underside stop board for safety and runners

If you have questions or concerns, please contact the Operations Buyers identified on the Purchase Order. I appreciate your support to meet these expectations.

Because we care.

Ryan Tyler
Manager, Corporate Purchasing
Midmark Corporation