

Presbyterian Distribution Center

Inbound Package and Shipping Specifications

Packaging requirements:

All material must be shipped in corrugated uniformed cartons, sealed with tape only. Carton weight is not to exceed fifty (50) pounds.

All single item cartons must be labeled on both narrow ends as follows:

- The PDS item number must be listed first.
- Item description listed second
- Piece count of carton listed third.
- Slip sheet or wrap count listed fourth.

Material shipped on pallets must conform as follows:

- Total height from floor to top of pallet may not exceed 54 inches.
- Pallet height may not exceed 5 inches. Skids or throw away pallets are not acceptable. Pallets must be suitable for rack storage.
- Pallets size to be 40-42 inches wide, and 48 inches front to back.

Packing Slip Requirements:

The following information **must** appear on the packing slip to ensure accuracy and expediency of receipt:

- The Purchase Order Number
- The PDS item number
- Item description
- Total quantity
- Number of Cartons

PDC management reserves the right to refuse any shipment that does not conform to these specifications, and to hold the vendor responsible for any additional costs resulting from a refused shipment.

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