



Supplier Packaging and Documentation Requirements

Purpose

To ensure accurate, efficient, and timely receiving of materials by standardizing supplier documentation, packaging, and shipping practices.

These requirements apply to goods supplied to Tree Island Industries Ltd. Deliver to the address and receiving location shown on the PO. Any exception must be agreed with Procurement in writing before shipment.

1 Document alignment

Align purchase orders, packing slips, and invoices using the following references.

- PO number must be clearly indicated on all documents
- Tree Island item numbers and descriptions must match the PO. Supplier references may appear in addition.
- State the quantity actually shipped in the PO unit of measure. Identify partial shipments and remaining backorders separately.

Invoices must identify the applicable PO and items. Invoice quantities must reflect the goods being billed, in the PO UOM, and prices must match the PO or an approved change. Packing slips do not require pricing.

2 Packing slip requirements

Each shipment must include a legible packing slip. A bill of lading may serve as the packing slip only if it includes all required shipment details.

Minimum required information:

- Tree Island PO number and PO line
- Supplier item number, if used, in addition to the Tree Island reference
- Tree Island item number exactly as shown on the PO. If no item number appears, use the PO line and description; clarify any ambiguity with Procurement before shipment.
- Item Description (aligned with PO)
- Quantity actually shipped for each item and remaining backorder, where applicable
- Unit of measure as stated on the PO
- Shipment date, requestor name or contact as provided on the PO, and total package count

3 Packaging and item identification

To support accurate receiving and handling:

- Items must be separated by part number
- Small or multiple-quantity items must be:
 - Individually bagged or grouped by item
 - Clearly labeled with:
 - Tree Island item number as shown on the PO, or PO line and description where no item number is assigned
 - Quantity and PO unit of measure

Loose or mixed items without identification are not acceptable.



4 Shipping marks

Each carton/package must be clearly labeled with:

- Tree Island PO number, item number or PO line, quantity, and PO unit of measure
- Attention (ATTN): Requestor / Department (if provided)
- Package number and total count where applicable (e.g. 1 of 5)

5 Multiple POs and backorders

Document each PO separately and maintain clear physical separation between different POs and items.

Multiple POs may share a shipment only when each package or group of items can be traced to its PO and packing slip.

Identify partial shipments and remaining backorders by the original PO and line. Supplier docket or work-order numbers do not replace Tree Island references.

6 Quantity and unit of measure consistency

- Packing slip quantity must equal the quantity actually shipped. Partial deliveries may be less than the full PO quantity; show the balance separately.
- Use the PO UOM consistently. Packaging counts (such as bags or pallets) may be additional information, but do not replace the PO UOM. Obtain written approval for any conversion before shipment.

7 Delivery and proof of delivery

Deliver to the address and receiving location stated on the PO. The driver must hand the packing slip or bill of lading directly to Receiving. Do not leave goods unattended without prior Tree Island authorization.

When receipt is disputed, the supplier or carrier must provide proof linking the delivery to the PO or shipment reference, including date and time, delivery address, package count, carrier reference, and recipient name or signature. Where an authorized unattended delivery has no signature, provide the agreed electronic or photographic evidence for Tree Island verification.

8 Quality and accuracy expectations

Accurate documentation supports correct inventory, timely invoice processing, and reliable production supply.

Non-compliance may delay receiving or invoice processing, require corrected documentation or additional verification, and affect supplier performance evaluation. Rejection or return remains subject to the PO and applicable Terms and Conditions.

9 Implementation

Procurement will communicate the effective date and any agreed transition arrangements before rollout. Apply these requirements to POs that reference this standard and to other shipments as agreed in writing.

For any clarification or support, please contact:

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