Packing List Guidelines (PAC-1000-01)

# Overview

This document has been initiated to define basic requirements to verify arrival of materials as well as adequate information required to identify and approve delivery on arrival as per purchase order and requirements specified in this document

# Important Notes

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| Please be aware that without filling this document properly, and attached it to the delivery note, we will not be able to complete the receipt process, and this might cause delayed payments. |

# General Information (Table 1)

Per each order the manufacturer to fill the following details as required in tables 1-3

| **Purchase Order** |  |
| --- | --- |
| **Delivery Date** |  |
| **Final Delivery Address** |  |

# Item Details (Table 2)

| Box No. (each line item is in) | NICE P.N | Description | MFR / Model P.N | S.N | Qty. Shipped | Out of Total Qty. |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

# Packing Details (Table 3)

| **Number of Boxes / Pallets** |  | |
| --- | --- | --- |
| **Total Weight** |  | |
| **Box Number** | Weight | Dimension |
|  |  |  |

# Packing Slip Requirements

The following are Packing Slip Requirements to be added to purchase order in order for NICE to verify arrival of materials as per purchase order:

***Note***: The packing slip shall be put inside a nylon bag attached to outer box and marked on the outside saying packing slip enclosed.