

OpticsPlanet Inc. Shipping and Logistics Requirements

Requirements	Instructions	Chargeback for non-compliance
Packaging/Product Label Requirements	Products from ONLY one PO should be included in each box. Do not include multiple PO's in the same box. Each item must have an identification label with manufacturer SKU and UPC.	\$25 per incident
Marking Requirements for all boxes	Each box should be properly identified to indicate how many boxes are included in the shipment, ie Box 1 of 6, 2 of 6, 3 of 6, etc.	\$25 per incident
Packing List Requirements	The packing list for the entire delivery should be located in a special envelope outside of the first box, marked as Box #1 or outside of the pallet for LTL Deliveries. Each box should include a packing list referencing the identification number of the box (ie, Box 1 of 6) along with the PO number and the summary of the package contents.	\$25 per incident
Bill of Lading Requirements	<u>Common Carrier Deliveries (FedEx, UPS, USPS):</u> BOL is not required <u>LTL Deliveries:</u> Bill of Lading needs to include: a. Number of skids b. Number of boxes per skid c. Weight of each box d. PO number(s)	\$25 per incident
Scheduling Deliveries Requirement	<u>Common Carrier Deliveries (FedEx, UPS, USPS):</u> Advanced scheduling not required <u>LTL Deliveries:</u> For all shipments containing 5 or more pallets, a delivery appointment must be scheduled. Please contact the receiving department 24 hours in advance for deliveries: Receiving@rockpointlogistics.com	\$25 per incident
Tracking Information Requirement	Tracking information for each shipment MUST be emailed to purchasing@opticsplanet.com within 1 business day of PO being shipped.	\$25 per incident
Invoice Requirements	All invoices MUST be emailed to accounting@opticsplanet.com or mailed to: Optics Planet, Inc. 3150 Commercial Ave. Northbrook, IL 60062	\$25 per incident
Shipping Address	All <u>stock orders</u> are to be shipped to: 901 Bilter Road, Suite 150, Aurora, IL 60502 All <u>Drop-Ship orders</u> are to be shipped to: Address listed on the PO.	\$25 per incident