

THE TERRITORY AHEAD VENDOR SHIPMENT CHECKLIST

- ✓ Vendor receives purchase order from The Territory Ahead
- ✓ Vendor confirms purchase order receipt, dates and quantities with The Territory Ahead
- ✓ Individual items are packages as required by Product Manager, with approval
- ✓ Individual items each have an item label (a.k.a. SKU label) with The Territory Ahead 4 purchase order data elements on the packaging (TTA PO#, TTA Style#, Color as noted on PO, Size as noted on PO)
- ✓ Master cartons are packed with only one SKU per case
- ✓ Master cartons have a UCC-128 case label 100% correct placed on each case
- ✓ UCC-128 case labels are affixed to the lower left corner of the shortest side of the case
- ✓ A UCC-128 case label corresponds 100% to it's contents, with all 4 elements of the Purchase Order exactly as noted
- ✓ UCC-128 label numbers are used to fill out the electronic ASN for, keeping numbers for your records
- ✓ The ASN (advance shipment notice) is 100% accurate and error free
- ✓ The packing list is completed and one copy affixed to and one copy inside the leading case in each shipment
- ✓ The correct shipment carrier has been contacted using the most current routing guide
- ✓ The ASN is emailed to both email addresses as required the day a shipment leaves (ASN-TTA@ccsginc.com & lynnda.christensen@ttahead.com)
- ✓ Any questions have been addressed and completely resolved
- ✓ Shipment is received 100% compliant with The Territory Ahead's needs