



Supplier Shipping and Delivery Policy

KPS Global

Effective 2/1/2023



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1. Scope/Purpose

- 1.1. This document defines the material, delivery, and logistics requirements for a supplier conducting business with KPS Global, LLC (“KPS”).

2. Responsibility

- 2.1. It is the responsibility of the supplier to adhere to all requirements listed in this document and the KPS Global Purchase Order Terms and Conditions in effect at time of Purchase Order (“PO”) placement. In the event of a contradiction between this document and the Purchase Order Terms and Conditions, the Purchase Order Terms and conditions will supersede this document.

3. Definitions

- 3.1. ASN – Advanced Ship Notice
- 3.2. TMS – Traffic Management System
- 3.3. EDI – Electronic Data Interchange
- 3.4. RMA – Return Material Authorization
- 3.5. LTL – Less Than Truckload; for all KPS orders going directly to the customer site, it is requested that the supplier use Guaranteed LTL
- 3.6. Buyout – A finished good (e.g., glass door, insulated door, refrigeration, structural steel, strip doors, etc.) bought by KPS and resold to a customer.
- 3.7. Raw Materials – any item used in the production of KPS Global manufactured product or used in the installation of such products.
- 3.8. PRO number – Progressive Number, used by a carrier to track and organize shipments.

4. Documentation

- 4.1. All shipments of products must include a packing list that includes the KPS part number(s) shipped, quantity of products on backorder, KPS Purchase Order number, unit of measure, exact quantity shipped, and a clear description of each product.

5. Labeling

5.1. BUYOUTS

- 5.1.1. Labels on packages are required to ensure the timely receipt of products. Labels must be adhered to the exterior of the package and include:

- KPS Item Number
- KPS Item Description
- Unit of Measure (preferably in each)
- Qty in box or packaging unit
- KPS Purchase Order number
- KPS Customer Order number (found on the KPS Purchase Order)
- Box Number (e.g., Box 1 of x, 2 of x, and so on, where x indicates the total number of boxes/packages)
- Barcode

5.2. RAW MATERIALS

- 5.2.1. Labels on packages are required to ensure the timely receipt of products. Labels must be adhered to the exterior of the package and include:

- KPS Item Number
- KPS Item Description
- Unit of Measure (as listed on the PO)



- Qty in box or packaging unit
- KPS Purchase Order number
- Barcode

6. Notification

6.1. BUYOUTS

6.1.1. An ASN must be sent to asn@kpsglobal.com for all buyouts at the time of shipment. A complete ASN includes, at a minimum, the following:

- KPS PO number
- PRO number
- Items shipped using the KPS part number
- Quantity of each item shipped
- Carrier name
- Ship date
- Ship to address

6.2. RAW MATERIALS

6.2.1. An ASN must be sent to the buyer that issued the PO immediately upon shipment. An example of a complete ASN is included in 6.1.1.

6.3. TRAFFIC MANAGEMENT SYSTEM – More details forthcoming

6.4. ELECTRONIC DATA INTERCHANGE – More details forthcoming

7. Receiving

7.1. Shipping and receiving hours may vary by warehouse and are listed below. All times are local

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|---|------------------------------------|
| 7.1.1. Piney Flats, TN (PNF) – 521 Industrial Park, Rd. Piney Flats, TN 37686 (423) 391-4616 | Monday through Thursday 8am to 3pm |
| 7.1.2. Conyers, GA (CNY) – 1005 Sigman Rd NE Conyers, GA 30013 404-630-7164 | Monday through Friday 8am to 3pm |
| 7.1.3. Fort Worth, TX (MAIN) – 4201 N. Beach Street Fort Worth, TX 76137 817-372-5019 | Monday through Friday 8am to 3pm |
| 7.1.4. Goodyear, AZ (GYR) – 3801 S. Cotton Ln Goodyear, AZ 85338 623-777-7150 | Monday through Friday 8am to 3pm |
| 7.1.5. San Dimas, CA (SDI) – 420 East Arrow Hwy San Dimas, CA 91773 817-829-0545 | Monday through Friday 8am to 3pm |

8. Product Returns

8.1. Unless otherwise accepted in writing by an authorized KPS agent, the supplier shall not ship quantities above the quantity requested in the PO. A supplier must provide an RMA to the KPS



receiving warehouse for return of over shipments. The RMA is due within twenty-four (24) hours of over shipment notification from KPS.

- 8.2. Supplier quality issues requiring sorting, culling, or other non-standard handling must be conducted by the supplier.
- 8.3. A supplier must issue an RMA to the KPS receiving facility for any material rejected due to quality issues within twenty-four (24) hours of the rejection notification, unless otherwise agreed to in writing by an authorized KPS agent.
- 8.4. For supplier initiated pickup (where the supplier manages freight for the return), the supplier must schedule an appointment for pickup with KPS at least 24 hours prior to intended pickup. If supplier fails to schedule a pickup with at least 24 hours-notice, KPS will not be liable for any resulting carrier related charges.