

APPLIED MSS CUSTOMER NOTICE: Packing lists have been updated to be easier to navigate!

Thank you for choosing Applied Maintenance Supplies and Solutions for your Vendor Managed Inventory Solutions. Included below is a guide to how our packing lists work and what to expect with each shipment.

What is a Packing List?

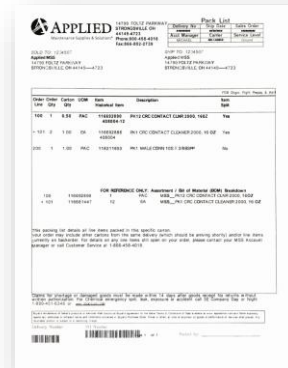
A packing list is a document included with every shipment that itemizes all contents in the box. Think of it as your shipment "receipt" that helps verify everything arrived as expected.


What You'll Find on Your Packing List

Every box will have a packing list pertaining to the contents within the box.

Every packing list contains:

- **Delivery Number:** The unique identifier assigned to the specific shipment which links the packing slip to deliveries.
- **Ship Date:** When your order leaves the Applied MSS facility.
- **Sales Order Number:** Your unique reference number for tracking and support.
- **Account Manager:** Your local Applied MSS representative.
- **PO:** The assigned PO given during the order process.
- **Item & Historical Item:** Product identification number.
- **Item Descriptions:** Names and abbreviated descriptions of each product.
- **Order Qty:** How many items were ordered.
- **Carton Qty:** The quantity of each item in the current carton.
- **“For Reference Only” Reference Guide:** Products may be comprised of a Bill of Material (BOM) or an assortment. The guide will show how many of each item is required to fulfill the order; this section does not reflect what was shipped. All materials may not be fulfilled in the same delivery.





APPLIED
Maintenance Supplies & Solutions®

14790 FOLTZ PARKWAY
STRONGSVILLE OH
44149-4723
Phone: 800-458-4018
Fax: 866-802-2739

Pack List

Delivery No	Ship Date	Sales Order
*****	*/*/****	*****
Acct Manager	Carrier	Service Level
MICHAEL	ABC CARRIER	Ground

SOLD TO: 1234567
Applied MSS
14790 FOLTZ PARKWAY
STRONGSVILLE, OH 44149—4723

SHIP TO: 1234567
Applied MSS
14790 FOLTZ PARKWAY
STRONGSVILLE, OH 44149—4723

Order Line	Order Qty	Carton Qty	UOM	Item Historical Item	Description	Item Split	FOB Origin, Freight Prepay & Add
100	1	0.50	PAC	116692890 408004-12	PK12 CRC CONTACT CLNR 2000, 16OZ	Yes	
+ 101	1	6.00	EA	116692888 408004	PK1 CRC CONTACT CLEANER 2000, 16 OZ	Yes	
200	1	1.00	PAC	118211653	PK1 MALE CONN 10S X 3/8BSFP	No	

FOR REFERENCE ONLY: Assortment / Bill of Material (BOM) Breakdown

100	116692890	1	PAC	MSS__PK12 CRC CONTACT CLNR 2000, 16OZ
+ 101	116681447	12	EA	MSS__PK1 CRC CONTACT CLEANER 2000, 16 OZ

How to Use Your Packing List

Step 1: Locating Your Packing List

The packing list is placed inside each box, matching all items within the box. Because of our VMI service, your Applied MSS account representative may have your packing list upon putting away your order(s).

Step 2: Verify Your Shipment

Part of our promise to our customers is to take care of shipment verification; however, we understand that there may be times where receiving or AP teams need to understand how this works too. Below are the steps that we have found to work well:

Open each box and check off items as you unpack:

- ✓ Refer to Order QTY to determine how many of each item to expect
- ✓ Refer to Carton QTY to determine how many of the Order QTY are in the box
- ✓ Refer to Item Split to determine if the Item is split into multiple boxes
 - Yes= multiple boxes
 - No= all in the box
- ✓ If Carton QTY is less than Order QTY, and Item Split = No, the remaining quantity is on backorder and will be shipped as soon as stock is available. When the backorder is shipped, the packing list will have the same order number but a different delivery number.
- ✓ **Bolded Item Lines are known as Bill of Materials (BOM) Headers; and have their own Item Number. Think of a BOM as a recipe.**
 - Subsequent lines with “+” and directly sequential to the Header Line # are the component lines (or the ingredients to the recipe). These are the Item Numbers to reconcile within the shipment.
- ✓ Ensure quantities match what is listed
- ✓ Ensure items are in good condition
- ✓ Ensure all boxes from your order are accounted for

Special Notations Definitions

You may see these codes or notes on your packing list:

- **UOM** = Unit of measure. Typically seen as EA (each) or PAC (pack)
- **Item Split** = When indicated YES, the items in the respective line are split into other boxes in the same delivery. If Indicated NO, all items are fulfilled in full in the same box.

Contact your Applied Maintenance Supplies and Solutions Account Manager should you have any questions on your new packing list.

Common Questions

Q: What if my packing list is missing?

A: No problem! Contact us with your order number, and we will email you a copy immediately!

Q: The packing list shows items I did not receive. What do I do?

A: Check all boxes thoroughly—items are sometimes packed in unexpected boxes. If it is still missing, contact your Account Manager.

Need Help? Contact Customer Service

Phone: 1-800-458-4018 | Email: MSS-Customerservice@applied.com | Hours: Monday-Friday, 7:30 am-5pm EST