



Vapormatic Inbound logistic process

Please note that, starting from your very next delivery, all deliveries to Vapormatic must:

1. Include Pallets / Boxes with their contents clearly labeled in large, clear writing, stating the pallet quantities and pallet numbers - please see the pictures in *Example 1* below.
2. Include an English language packing list that includes:
 - The delivery note number
 - The Vapormatic purchase order number or numbers
 - Vapormatic part numbers and quantities
 - The same Pallet or box numbers as the label in point one
2. Deliveries to only be on a pallet size of 1000mm x 1000mm. Different pallet sizes require a specific agreement & approval. All wood packaging must be treated and marked in accordance to ISPM15 standard.
3. Pallets must not exceed a maximum height of 1040mm including the pallet
4. Pallets must not exceed maximum pallet weight including pallet of 750kg
5. Parts must be packed to minimize the number of different part numbers per pallet / box – i.e., if possible only a single part number in each pallet / box and if, because there is not enough quantity to allow this, then pallets containing more than one part number must have:
 - The same part number grouped together
 - Clearly labeled boxes / bags to keep the different part numbers separated, please see *Example 2* below
6. Products must be treated and packed to prevent corrosion during transit and storage
7. Delivery notes to be emailed to the buyer at Vapormatic on dispatch
8. This document shows examples and pictures of pallets or pallet boxes but the same process is required for boxed or smaller deliveries

Example 1



- Correctly labelled with full information
- On a pallet (1000mm x 1000mm)

Example 2



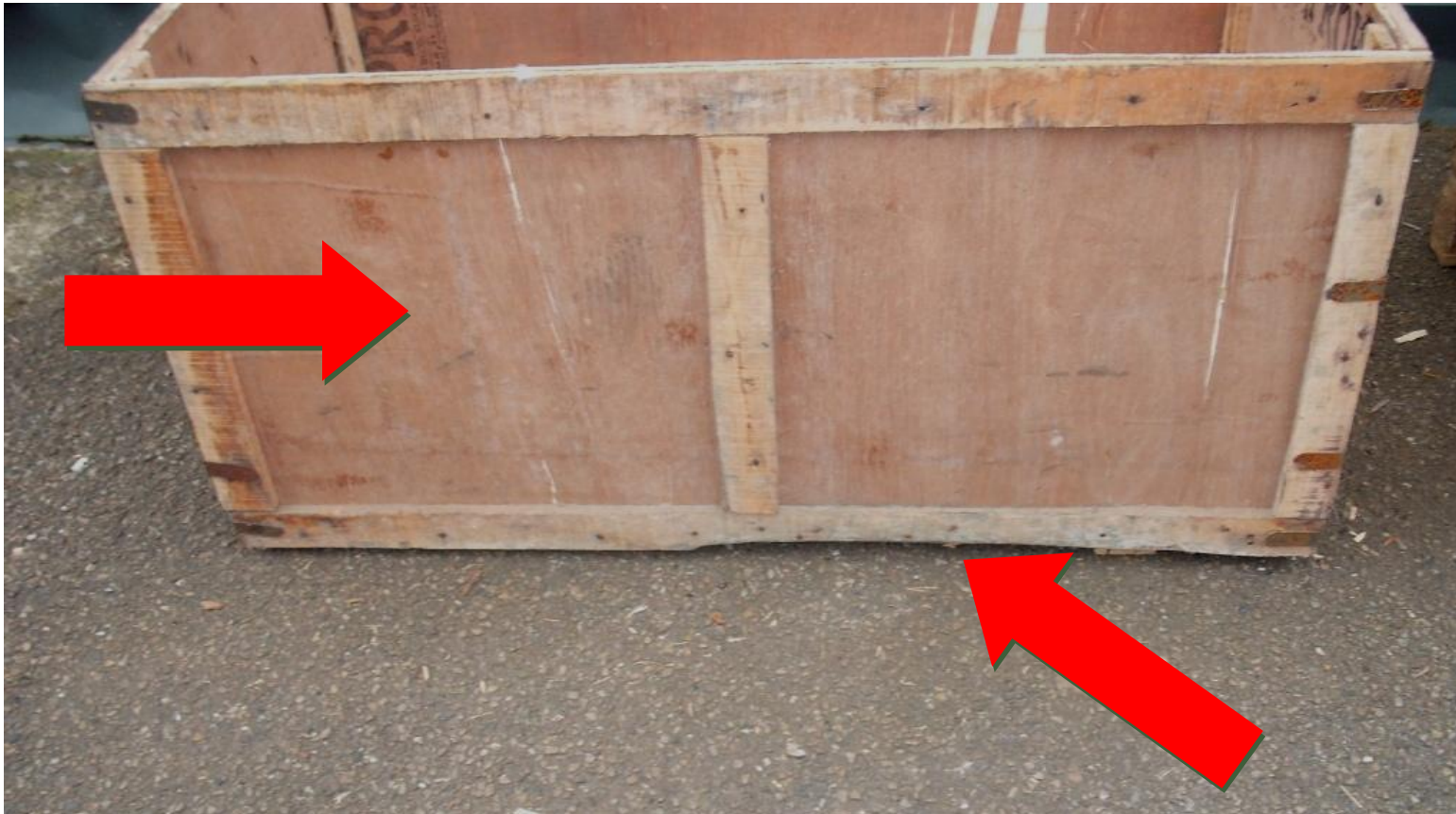
- Items are packed by part number, in separated rows
- Items are packed part number groupings
- Vapormatic imaged product (please note this photo is a cut away to show the inside of a palletised box, all deliveries should be fully enclosed)

Example 3



- Items packed very poorly
- No pallet / box labels to identify mixed product
- Items not packed logically by part number

Example 4



- Wood is of poor quality
- There are no runners for unloading by forklift
- The box is unlabelled