



# Standard Requirements for Suppliers Providing Material

## Packaging and Labeling

1. Each purchase order (PO), PO release or credit card order within each shipment **MUST** include a unique packing slip or list.
2. The packing slip/list must be included in or attached to each shipment, whether shipped from the supplier or drop-shipped, and contain the following information:
  - a. Purchase Order
    - i. Ameren PO number
    - ii. Ameren stock number
    - iii. Manufacturer's part number, if one exists for the item
    - iv. Quantity ordered
    - v. Quantity shipped
    - vi. Supplier name, contact name and contact information (Sales Dept. phone number or email address)
    - vii. Delivery address
  - b. Credit Card
    - i. The verbiage "Credit Card Order"
    - ii. The name and mail code of the Ameren employee that ordered the material
    - iii. The Bill of Material #, if applicable
    - iv. The job or project for which the material is intended, if applicable
3. Different stock items **MUST** be in separate boxes or the Ameren stock numbers must be easily identifiable if shipped in the same package.
4. For each purchase order or PO release, the following information must be on **EACH** box :
  - a. Ameren PO number
  - b. Ameren stock number
  - c. Quantity in box
5. Any individual box weighing over 50 pounds must have a sticker attached stating such.

Barcoding, including Ameren stock number and Ameren PO number, is required for non-credit card high-volume suppliers (1 or more shipments per week per location) and desired for others.

Revised: 18-Aug-15



- a. Use “windows font” Code39EightText with a font size of 24pt. This will create barcodes that both people and handholds can read. An asterisk (\*) must be at the beginning AND the end of each barcode.
- b. If the PO number includes a sequence/release number, the sequence/release number must in the barcode. Because space characters are invalid inside barcodes, separate the PO number from the release number with a dash.
- c. See below for an example:

Example for Ameren stock number with Code39EightText at 24 pt. font for stock number 1852019 – “WIRE,ELEC,BARE,6AWG...”:



Example for Ameren PO-Release with Code39EightText at 24 pt. font for PO-release 679982-115:



## Pallets

1. Pallets should be in good sturdy condition at time of shipment, with no cracks, loose ends or visible defects in the wood.
2. Pallet and items combined must be no greater than 2,500 pounds unless one individual item and pallet combined weigh more than 2,500 pounds.
3. Pallet must be no greater than 44” deep x 40” wide x 56” high unless the individual item and pallet combined exceed those dimensions.

## Shipping

1. Suppliers using small package providers, such as UPS or FEDEX, MUST include the Ameren PO number or credit card criteria in the reference field. To facilitate tracking, each shipment must have a freight ticket/pro number/waybill # supplied by carrier, if carrier is not the supplier.
2. Advanced shipping information is required for non-credit card, high-volume suppliers (1 or more shipments per week per location) and desired for others. See attached format.

If there are any questions, please use the attached list to contact the appropriate individual for the applicable storeroom.

(This guide does not replace, supersede or otherwise conflict with Callaway Energy Center policies and procedures.)

Revised: 18-Aug-15