

Receipt Confirmation –Drop Shipments

Originating Seller Instructions

The Originating Seller shall forward (1) one copy of form X32423 and the packing sheet to Receiving Seller within (3) three days of shipment to Receiving Seller. Upon receipt of completed form X32423 from Receiving Seller, forward a copy to Buyer's Authorized Procurement Representative. Retain a copy for your file.

The packing sheet and delivery documentation should include the following minimum requirements:

1. Seller's name, division, and address;
2. Unique packing sheet/shipper/invoice number;
3. Ship-to address (including mail-code as applicable);
4. Buyer's contract number;
5. Buyer's contract item number, part number(s)/description, quantity(ies), unit of measure;
6. Contract-required delivery documentation (e.g. certifications, test reports);
7. Evidence of source inspection (Buyer and/or government), as required;
8. Shipping carrier and tracking number

Receiving Seller Instructions

Receiving Seller shall complete form X32423 provided by the Originating Seller and return to Originating Seller within (3) three days of receipt of shipment. Retain a copy for your file.