

Contract # 

## Attachment B Shipping Requirements for Instructional Resources

**NOTE: INSTRUCTIONAL RESOURCE ITEMS MUST BE DELIVERED WITHIN **15 BUSINESS DAYS** (3 WEEKS) OF RECEIPT OF PURCHASE ORDER OR **BY THE AGREED UPON WITH THE INSTRUCTIONAL RESOURCES AND SUPPORT OFFICE.****

Deliveries are received at the following location from 7:00 a.m. to 3:00 p.m. on Monday through Friday. Call 770-822-6414 or 770-822-6415 for an appointment.

Gwinnett County Public Schools Distribution Center  
690 W Crogan St  
Lawrenceville, GA 30046

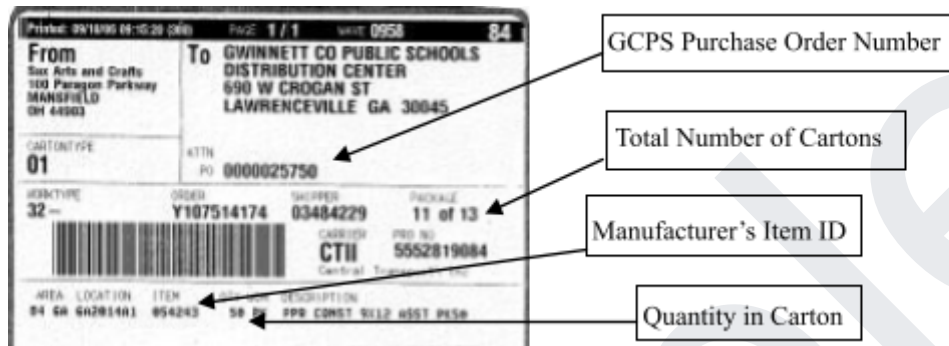
Please note the following requirements:

1. All purchase orders (POs) must be shipped with separate packing slips. **Do not put multiple purchase orders on the same packing slip or mix materials for one packing slip/purchase order with items for another order in the same box or shipment.**
2. All items ordered must be shipped in the original manufacturer's carton and in full case quantities as ordered. NO MIXED CARTONS. All titles are to be packaged separately.
  - Exceptions can be made if:
    1. An item is subject to going to a backorder status with a publisher, prohibiting the shipment from meeting the required due date on purchase order.
    2. GCPS does not order in full case quantities.
  - Non-original manufacturer's carton shipments will be accepted; however, the cartons must be labeled on the outside of each carton with the manufacturer's item ID and quantity contained in each carton.
3. All packing slips must be easily found in a packing slip pouch and all purchase order numbers must be clearly labeled on all invoices, cartons, Bills of Lading, and packing slips.
  - Single and multi-carton/package shipments: The packing slip must be located on the outside and on top of the #1 carton/package to which it belongs along with all cartons being labeled with the carton count on each carton (e.g., 1 of 3, 2 of 3, 3 of 3).
  - Single-skid shipments: The packing slip must be located on the outside and on top of the skid to which it belongs.
  - Multi-skid shipments: The packing slip must be located on the outside and on top of the #1 skid of the multi-skid shipment to which it belongs.

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\*An exception can be made if a full skid with the same purchase order number is shrink wrapped and clearly labeled with the purchase order number and number of cartons, so it is easy to match multiple skids for the same order together.

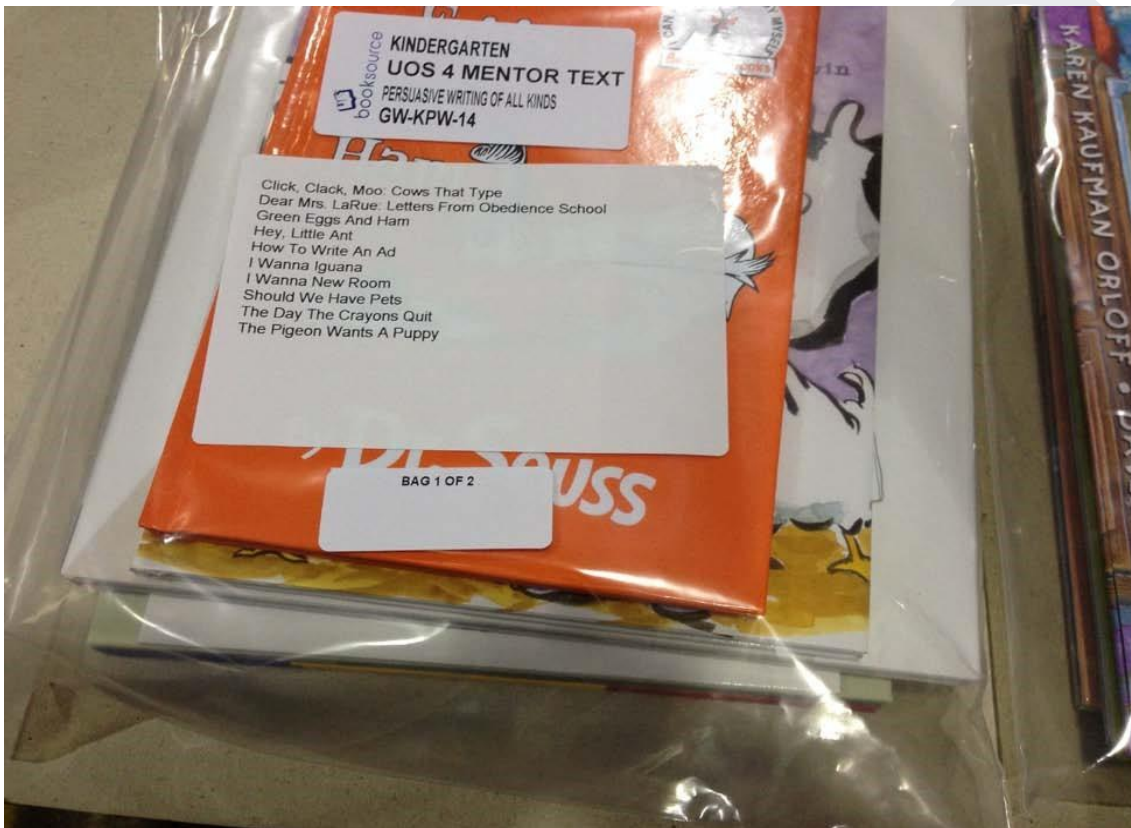
- All cartons/packages must have the manufacturer's item ID and quantity clearly labeled on the outside of each carton. All labels on full skid shipments must be facing outwards, so all cartons/packages can be easily read and received.



- All partial boxes/packages must be clearly labeled (e.g., Partial Box, etc.) and be on top of the skid.
- All full skid shipments must be shipped as follows: All cartons/packages palletized by manufacturer's items ID.
  - Note - Skids can be stacked on one another to reduce shipping cost; however, a skid must separate each item to be easily received. Publisher should consider the contents of all cartons/packages before stacking skids on one another.
  - Publisher is responsible for all damaged items during shipment and will be asked to be replace the items at no cost to GCPS including the replacement shipping cost.
- All skidded shipments must be on 40" x 48" 4 way skids and maximum height must not exceed 7'6" high for supply items and 4'6" for textbooks. NO MINI SKIDS.
- Items that are made up of components (kits, etc.) must be shipped complete.
  - Kits should not be shipped unless all parts/components are included in the same shipment.
  - When multiple quantities of the same kit are shipped on a pallet and each kit contains multiple cartons, please segregate as follows: all box #1's of kit to be on one pallet, all box #2's of kit to be on 2nd pallet, etc.
  - Incomplete kits or kits that are not packaged as required by GCPS cannot be received or paid for by GCPS.

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Examples:



9. Publisher must notify GCPS Instructional Resources Office an update on any material that may not be delivered before delivery date specified on purchase order.
10. No materials should be shipped to GCPS unless a purchase order has been completed for that item.
11. All Bills of Ladings and Freight Bills are required to have the following information:
  - GCPS Purchase Order Number
  - Number of cartons/packages shipped
  - Total weight of shipment

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Example:

BILL OF LADING Page 1

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**SHIP FROM**

Name: XXXXXXXXXX FOB:

Address: XXXXXXXXXX

BOL No: 03590463 Date: 10/27/06

Carrier: CTI Central Transport, Inc.


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**SHIP TO**

Name: GWINNETT CO PUBLIC SCHOOLS FOB:

Address: DISTRIBUTION CENTER  
690 W CROGAN ST  
LAWRENCEVILLE GA 30045

Attn: WHSE  
Phone: 1-770-822-6413



PRO No: 5552825685

Trailer No: REFERENCE PRO

Seal No:  Master Bill of Lading with attached  
(check box) underlying Bills of Lading

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**THIRD PARTY FREIGHT CHARGES BILL TO**

Name: XXXXXXXXXX

Address: XXXXXXXXXX

(for Traffic Assistance call 1-866-702-0104)

Freight Charge Terms: Freight charges are prepaid unless marked otherwise.

Prepaid  Collect  3rd Party

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**SPECIAL INSTRUCTIONS**

FOR CHEMICAL EMERGENCY DURING TRANSPORTATION ONLY  
Call CHEMTREC 1-800-424-9300  
24 Hrs per day, 7 Days per week

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CUSTOMER ORDER INFORMATION					
Customer Order Number	Packages	Weight	Pallet	Additional Shipper Info	
000026979					

**442-903887-8**

UNIT - 00 00 Pallets B/L

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CARRIER INFORMATION							
Handling Unit	Qty	Type	Packages	Weight	H M (X)	Commodity Description	LTL Class
1	Pkts		23 Ctns	395		Assorted School Supplies	55 Supplies
Grand Total				395			

GCPS Purchase Order Number

Number of Cartons/ Packages Shipped

Total Weight of Shipment

12. The total number and weight for all orders/cartons shipped to our location on any given day must be considered to determine the least expensive shipping method (UPS vs. LTL vs. truckload). All orders for that day should be shipped via the same carrier. Instructional resource shipments should be shipped F.O.B., freight pre-paid, and billed back.
13. Copies of actual freight invoice must accompany publisher's invoice. Direct invoices to:
  - Gwinnett County Public Schools
  - Accounts Payable
  - 437 Old Peachtree Road NW
  - Suwanee, GA 30024-2978

**If any of the requirements are not met or are not satisfactory to GCPS, GCPS reserves the right to refuse shipment and have the shipment returned at the publisher's expense and reshipped correctly. Any Publisher violating the GCPS Shipping Requirements repeatedly may result in bid termination and/or removal of publisher from our approved publisher list.**