

Routing & Transportation Policies

Diamond Technologies (DTI) PO Requirements

DTI Purchase Orders (POs) shall contain the following information, at a minimum:

- PO number
- Supplier Name
- Order date
- Item Number and revision, if applicable
- Description of product to be purchased
- Quantity
- Unit Price
- Required delivery date
- Ship-to address
- Ship method
- Reference to DTI Purchase Order Terms and Conditions

Supplier Requirements

- **On Time Delivery:** DTI's on-time delivery window is three days early and one day late. Any product received more than three days early may be subject to possible rejection and return to supplier. The supplier should contact the appropriate buyer for any PO that will be late to the committed due date.
- **PO Confirmation:** DTI requires PO confirmation within 48 hours of PO placement for all suppliers. Confirmation must be made via email to orderentry@diamondt.com
- **Product Change Notifications (PCN):** Suppliers must notify DTI when requesting a change to product, process, equipment, or any other component that may directly or indirectly impact quality, cost, delivery, performance, appearance, or otherwise alters the condition of the material as agreed in the original standard, print, specification, or PO.
- **Packaging Requirements**
 - **ESD:** DTI requires ESD-friendly packaging for all components, wherever possible. DTI understands that many components are not ESD sensitive, but these components are often stored and used alongside components that are ESD sensitive. For this reason, DTI requests all internal and over-packaging is ESD safe, to the extent possible.
 - **Styrofoam Packing 'Peanuts':** Styrofoam packing peanuts are prohibited in all shipments made to DTI. Suppliers should review internal packaging standards and update as necessary. DTI may issue corrective actions whenever supplier shipments are received with packing peanuts.
 - **Packing Slips:** All packing slips must contain the following information, at a minimum:
 - Valid DTI PO number
 - Manufacturer part number
 - DTI internal item ID / part number, if provided on PO
 - Quantity shipped
 - RoHS compliance status for each line item

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If not otherwise specified on the DTI PO or superseding Partner-Specific Agreement/Contract, the following standard policies apply:

Shipment Routing Guide

Standard* Domestic Shipments	Shipment Method	Preferred Carrier
< 150 lbs.	Small parcel ground	UPS Ground Collect
150 - 500 lbs.	Economy Freight	Contact DTI Buyer
> 500 lbs.		Contact DTI Buyer
Standard* International Routing	Shipment Method	Preferred Carrier
< 150 lbs.	International economy	PPA Best Way or UPS Collect
150 - 500 lbs.	International economy freight	Contact DTI Buyer
> 500 lbs.		Contact DTI buyer

*Standard shipments are defined as domestic small parcel ground or international economy. All other services are considered special/expedited shipments and require pre-approval from DTI.

Contact the DTI buyer for appropriate freight account number. **NOTE:** Seller must reference DTI PO number in *Reference* field on each shipment Bill of Lading.

Contact the DTI buyer regarding any questions on DTI requirements or policies:

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