

Raytheon Quality Note
MZ

Revision - Date
8 – 09/03/20

Packaging and Shipping Instructions

REVISION HISTORY

- Revision 8 replaces revision 7 dated 05/09/18.
 - This revision updates the Quality Note to the latest template,
 - Includes minor updates to wording for better clarity, and
 - Adds Requirement 6, 6.1 and a Notes section.
- The applicable revision of this document is determined by:
 - The revision specified on the purchase order, or
 - The revision in effect at the time of the purchase order if no revision is listed on the purchase order.

REQUIREMENTS

1. Seller shall package deliverables to the requirements of Raytheon drawing 2201318 unless otherwise specified.
 - 1.1. Where there is a conflict between Raytheon drawing 2201318, drawings specified in the Raytheon Purchase Order (PO) and/or other Quality Notes (Q-Notes) on the Raytheon PO, the specified drawings in the PO shall take precedence followed by the Quality Notes.
2. Seller may request copies of specifications, standards and drawings required in connection with this PO from the Raytheon Buyer.
3. Seller shall include any inspection data and/or certifications, as required by the Raytheon PO and any documents referenced therein, with each shipment.
4. Seller shall include a packing sheet with each shipment and at a minimum shall include:
 - 4.1. Packing sheet number
 - 4.2. Raytheon PO number
 - 4.3. All Raytheon PO Line Item Material numbers, exactly as referenced on the Raytheon PO, being delivered (this includes intangible items such as software)
 - 4.4. PO item quantity being shipped
5. Seller is allowed to consolidate multiple POs into a single package/container unless otherwise specified.
 - 5.1. Seller shall include a separate packing sheet for each PO contained within the main package/container.
 - 5.2. Seller shall pack each PO separately within the main package/container with the corresponding packing slip or labeling affixed to the internal package/container.
 - 5.3. Seller shall mark each unique item or group of packaged items (i.e. screws) such that it may be cross-referenced to a unique PO line item on the bill of lading or air bill without removing its protective packaging.

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6. Deliverable items listed on the PO that are shipped with the material (i.e. parts to be used for Destructive Physical Analysis (DPA), Printed Wiring Board coupons, plating samples, microsections, etc.) shall include the full material number and a reference to the line item in accordance with the PO, on all shipping documentation and item labels.
- 6.1. If not specified on the PO as a line item deliverable or there is no part number specified on the PO, the seller shall label the item as “NONRECEIVABLE-XXX” where XXX is the descriptor of the part (i.e. coupons, DPA, plating samples, microsections, etc.).
- 6.1.1. Non-receivable items may be called out on drawings, specifications, or included as notes on the PO.

DATA SUBMISSION SUMMARY

- There is no deliverable data to Raytheon required by this document.

NOTES

- Failure to adhere to the requirements within this document will cause Raytheon a delay in receiving the material.
- A PDF file containing guidance for avoiding common issues with Packing Slips and Material Labels is located on the Q-Note website under the Supporting Docs column after searching for this Q-Note.