

Procedure for 2nd vendor shipment :

When you place a 2nd vendor order please notify both Don Kong (dkong@birite.com) and Tamami Estagin (testagin@birite.com).

The suppliers that you are ordering from must keep CHILL, DRY and FROZEN items on separate pallets, so we can load the order into the correct type of container.

Boxes and Pallets need to be clearly marked for which Military base the order is destined for.

We will need the following information:

- Piece, weight and cube for the CHILL, DRY and FROZEN.
- MSDS (Material Safety Data sheet) info for any cleaners and aerosols must be e-mailed or faxed to Don and Tamami asap prior to shipping. All chemicals need to be booked and pre-advised by SDDC and the shipping companies.
- Any special handling instructions, such as load into dry container only.

There is a \$100.00/Pallet charge for all 2nd Vendor shipments.

Procedures for 2nd Vendor shipments are handled by the Military Department. DO NOT ASK TO MAKE APPOINTMENTS WITH RECEIVING DEPARTMENT. 2nd Vendor shippers must contact Don- at 415-656-0187 ext.338 or Tamami-ext.430 by telephone or e-mail to schedule appointments for deliveries to BIRITE at least 48 hours prior to arrival. If the shipper does not contact us prior to arrival they may be turned away. We will notify warehouse receiving department when delivery can be expected. With FED-EX or UPS shipments please furnish tracking numbers.

Deliver to:

**BIRITE Foodservice
123 South Hill Drive
Brisbane, Ca. 94005
ATTN: Military Dept.
Don Kong/Tamami Estagin**