



Shipping Guidelines

Same-Day Orders and Next-Day Orders

Same-Day Orders - orders which are requested to be shipped on the day that they are received.

Next-Day Orders - orders which are requested to be shipped on the day after they are received.

1. All incoming Same-Day and Next-Day orders are first entered into the order entry system and then “placed” into the priority bin by order entry personnel. The orders in the priority bin are reviewed and scheduled by the Production Supervisor. Next, the appropriate Key Account Specialist accepts or rejects the scheduled date and will contact the customer IF the scheduled ship date does not fulfill the customer’s request.
2. **Stock Items** will be shipped on a first-come, first-serve basis. Orders received before 12:00 Noon, CST can be shipped Same-Day via Ground, pending availability. Orders received before 2:00 P.M., CST can be shipped Same-Day via Air, pending availability.
3. **ALL ORDERS RECEIVED AFTER 2:00 P.M., CST WILL BE SHIPPED THE NEXT DAY, PENDING AVAILABILITY.**
4. **In Process Items** may be shipped Same-Day (pending prior approval of the production supervisor) if the order is placed before 10:00 A.M., CST.
5. All order(s) containing **In Process Items** placed after 10:00 A.M., CST will be shipped on the next day or pending availability.
6. All other orders besides Same-Day and Next-Day are placed on the schedule and the Production Supervisor sets the shipping date for the earliest available date.
7. Any deviation from these guidelines must be approved in advance.

If you have any questions about these guidelines, please contact your BAPI representative.

These Guidelines were initiated in March of 1998 and were revised in August of 2003.

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