



Effective 5/9/13

❖ Purchase Order Acknowledgements

Any pricing, description, quantity, delivery dates, payment terms etc that does not match your system or price list – MCC buyer must be notified via email within 24 hrs of issue and a corrected PO must be received by you prior to shipment. Send order Acknowledgements to:

- Asheville, NC – Ruby Troutman - Ruby.Troutman@mcclabel.com
- Asheville, NC – Raw Material- Don East – Don.East@mcclabel.com
- Batavia, Ohio – Crystal McCullough – cmccullough@mcclabel.com
- Chesapeake, VA – Barbara Galovics – barbara.galovics@mcclabel.com
- El Dorado Hills, CA – Kevin Meadors – kevin.meadors@collotype.com
- Green Bay, WI – Eric Schmidt – eschmidt@mcclabel.com
- Montreal, Canada – Martin Duval – martin.duval@mcclabel.com
- Montreal, Canada – Veronique Fortier – Veronique.fortier@mcclabel.com
- Napa, CA – Sherry Yasuda – sherry.yasuda@collotype.com
- Norway, MI – Kelly Martin – kmartin@mcclabel.com
- Norway, MI - Raw Material – Jeri Renier – jrenier@mcclabel.com
- Omaha, NE – Raw Material – Bill Bonneau – william.bonneau@mcclabel.com
- Omaha, NE – Dianne Yablonski – dianne.yablonski@mcclabel.com
- Scottsburg, IN – Rodney Stewart – rstewart@mcclabel.com
- Sonoma, CA – Julie Williams – julie.williams@collotype.com
- Watertown, WI – none required
- York, Pa - Raw Material – Deb Crouse - deb.crouse@mcclabel.com

❖ Advance Shipment Notification

Shipments must have an Advance Shipment Notification (ASN) sent via email upon shipment from your facility. Tracking information and carrier name must be included along with PO #. Send ASN's to:

- Asheville, NC - Al Luther - Al.Luther@mcclabel.com
- Teresa Taylor - Teresa.Taylor@mcclabel.com
- Batavia, Ohio - Crystal McCullough – cmccullough@mcclabel.com
- Batavia, Ohio – BataviaQALab – bataviagalab@mcclabel.com
- Chesapeake, VA – Barbara Galovics – barbara.galovics@mcclabel.com
- El Dorado Hills, CA – Kevin Meadors – kevin.meadors@collotype.com
- Green Bay, WI – none required
- Montreal, Canada – Martin Duval – martin.duval@mcclabel.com

- Montreal, Canada – Veronique Fortier – Veronique.fortier@mcclabel.com
- Napa, CA – Sherry Yasuda – sherry.yasuda@collotype.com
- Norway, MI – Jeri Renier – jrenier@mcclabel.com
- Omaha, NE – none required
- Scottsburg, IN – – Rodney Stewart – rstewart@mcclabel.com
- Sonoma, CA – Tom Batanides – tom.batanides@collotype.com
- Sonoma, CA – Julie Williams – julie.williams@collotype.com
- Watertown, WI – Jeri Renier – jrenier@mcclabel.com
- York, Pa - Raw Material – Deb Crouse - deb.crouse@mcclabel.com

❖ **Electronic Certification of Analysis**

All raw material shipments require a **Certification of Analysis**. Send via fax, scan, email immediately upon release from your facility prior to delivery at MCC.

- Asheville, NC – Al Luther – Al.Luther@mcclabel.com
- Asheville, NC – Teresa Taylor – Teresa.Taylor@mcclabel.com
- Batavia, Ohio – Quality Lab – bataviagalab@mcclabel.com
- Chesapeake, VA – Barbara Galovics – barbara.galovics@mcclabel.com
- El Dorado Hills, CA – Kevin Meadors – kevin.meadors@collotype.com
- Green Bay, WI – Eric Schmidt – eschmidt@mcclabel.com
- Montreal, Canada – Frances Gauvreau - frances.gauvreau@mcclabel.com
- Montreal, Canada – Veronique Fortier - Veronique.fortier@mcclabel.com
- Napa, CA – Sherry Yasuda – sherry.yasuda@collotype.com
- Norway, MI – Quality Lab – QADept-Norway@mcclabel.com
- Omaha, NE – Quality Lab – bob.penner@mcclabel.com
- Scottsburg, IN – – Rodney Stewart – rstewart@mcclabel.com
- Sonoma, CA – Roberta Jones – roberta.jones@collotype.com
- Sonoma, CA - Julie Williams – julie.williams@collotype.com
- Watertown, WI - none required
- York, Pa - Raw Material – Deb Crouse - deb.crouse@mcclabel.com

❖ **Packing Lists**

Every shipment must include on the outside of the skid / box / pallet / container a readable and accurate packing slip that includes the following required information:

- ❖ MCC Purchase order number
- ❖ Description of goods per the Purchase Order description
- ❖ MCC specific part number
- ❖ Quantity of shipment and specific unit of measure used (each, ft, lbs)
- ❖ Back order amount indicated and date of shipment

❖ **Billing of invoices, credits and requests for payment**

Invoices, credits and other requests via email to this contact and the bill to address:

- Asheville, NC – Cheryl Graser - accts_payable@mcclabel.com
 - 4217 S. 94th St., Omaha, NE 68127
- Batavia, Ohio – Melinda Fultz – mfultz@mcclabel.com
 - 4053 Clough Woods Drive, Batavia, Ohio 45103
- Chesapeake, VA – Cheryl Graser - accts_payable@mcclabel.com
 - 4217 S. 94th St., Omaha, NE 68127
- El Dorado Hills, CA – Channon Lee - channon.lee@collotype.com
 - 4995 Hillside, El Dorado Hills, Ca 95762
- Green Bay, WI – Lynn Moore - lmoore@mcclabel.com
 - 1836 Sal St., Green Bay, WI 54302
- Montreal, Canada – Christina Snow Christina.snow@mcclabel.com
 - 1925 32nd Ave, Lachine, QC H8T3J1
- Napa, CA – Mark McLeod - mark.mcleod@collotype.com
 - 21 Executive Way, Napa, Ca 94558
- Norway, MI – Lynn Moore - lmoore@mcclabel.com
 - 1836 Sal St., Green Bay, WI 54302
- Omaha, NE – Shirley Rusink – shirley.rusink@mcclabel.com
 - 4130 S. 94th St., Omaha, NE 68127
- Scottsburg, IN – Melissa Campbell – mcampbell@mcclabel.com
 - 2281 S. US Highway 31, Scottsburg, IN 47170
- Sonoma, CA – ap.sonoma@collotype.com
 - 21684 8th St E. Sonoma, CA 95476
- Watertown, WI - Lynn Moore - lmoore@mcclabel.com
 - 1836 Sal St., Green Bay, WI 54302
- York, Pa - Cheryl Graser - accts_payable@mcclabel.com
 - 4217 S. 94th St., Omaha, NE 68127

❖ **Warehouse Contact and Receiving Hrs**

No appointments are required at MCC locations.

- Asheville, NC – Al Luther - Al.Luther@mcclabel.com
 - Monday – Friday 7am – 4pm
- Batavia, Ohio – Carolyn Lunsford – Carolyn.lunsford@mcclabel.com
 - Monday – Friday 6am – 3pm
- Chesapeake, VA – Mike Evancho – mike.evancho@mcclabel.com
 - Monday – Friday 6am – 6pm
- El Dorado Hills, CA – Allen Masters – allen.masters@collotype.com
 - Monday – Friday 6am – 6pm
- Green Bay, WI – Deb Pierquet /Ronnie Plog – gbshipping@mcclabel.com
 - Monday – Thurs 6am – 4pm, Friday 6am – 1pm
- Montreal, Canada – Jean-Francois Quintal – jf.quintal@mcclabel.com

- Montreal, Canada – David Kennedy - david.kennedy@mcclabel.com
 - Monday – Friday 6am – 6pm (notify via email if after 4PM)
- Napa, CA – Scott Amoroso – scott.amoroso@collotype.com
 - Monday – Friday 6am – 6pm
- Norway, MI – Jeri Renier – jrenier@mcclabel.com
 - Monday – Friday 7am – 2:30pm
- Omaha, NE – Pat Talmadge – pat.talmadge@mcclabel.com
 - Monday – Friday 6am – 6pm
- Scottsburg, IN – Tony Barrett – tbarrett@mcclabel.com
 - Monday – Friday 6am – 6pm
- Sonoma, CA – Don Shields – Donald.shields@collotype.com
 - Monday – Friday 6am – 6pm
- Watertown, WI – Linda Laehr – llaehr@mcclabel.com
 - Monday – Friday 6am – 6pm
- York, Pa - Christine Baker – Christine.baker@mcclabel.com
 - Monday – Friday 6am – 6pm

❖ **Carrier Requirements for method of shipment**

Ship all products under 100 lbs via:

- FedEx Ground Collect using MCC account numbers below
 - Expedited / overnight freight only with purchasing agent approval
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- Asheville, NC - 219115423
 - Batavia, Ohio – 247427775
 - Chesapeake, VA – 23507510
 - El Dorado Hills, CA – 362999600
 - Green Bay, WI – 54900520
 - Montreal, Canada – 104168604
 - Napa, CA – 322891865
 - Norway, MI – 115146947
 - Omaha, NE – 264208235
 - Scottsburg, IN – 134172096
 - Sonoma, CA – 438159690
 - Watertown, WI - 115110772
 - York, Pa - 17100246

Ship all products on skids over 100 lbs ship via LTL carriers

- Collect or 3rd party billing to each MCC location listed below.
 - FedEx Freight Priority LTL
 - Conway Freight LTL
 - Asheville, NC - 4217 S. 94th St., Omaha, NE 68127
 - Batavia, Ohio – 4053 Clough Woods Drive, Batavia, Ohio 45103
 - Chesapeake, VA - 4217 S. 94th St., Omaha, NE 68127
 - El Dorado Hills, CA – 4995 Hillside, El Dorado Hills, Ca 95762
 - Green Bay, WI – 1836 Sal St., Green Bay, WI 54302
 - Montreal, Canada – 1925 32nd Ave, Lachine, QC H8T3J1
 - Napa, CA – 21 Executive Way, Napa, Ca 94558
 - Norway, MI – 1836 Sal St., Green Bay, WI 54302
 - Omaha, NE – 4217 S. 94th St., Omaha, NE 68127
 - Scottsburg, IN – 2281 S. US Highway 31, Scottsburg, IN 47170
 - Sonoma, CA – 21684 8th St E. Sonoma, CA 95476
 - Watertown, WI - 1836 Sal St., Green Bay, WI 54302
 - York, Pa - 4217 S. 94th St., Omaha, NE 68127
- Any expedited door to door charges must be approved by an MCC Purchasing agent prior to shipment.
 - Absolutely NO automatic charges for freight or any surcharges, packaging – all special charges must be documented in writing on the price list – invoices will be short paid for violation of this policy

❖ **Shipment requirements:**

- 48 x 40 – 4way Heat Treated Skids only - Do not double stack stickers on all skids – make sure carriers are aware that nothing is to be stacked on your product
- MCC facilities in the **Pressure Sensitive & Heat Transfer Markets** will no longer accept delivery of raw material that is not cradle packed on the skid. Rolls cannot be placed and shipped flat on the skid or what is called poker chip.
- MCC facilities in the Cut/Stack and IML markets can continue to receive rolls as currently supplied. To verify please check with the purchasing plant buyer.
- Rolls also must be banded along with stretch wrap to the skids. Packaging materials must be the minimum required to protect the product to reduce waste disposal after receipt in our operations.
- Roll form products
 - 1 roll width per pallet – do not mix web widths on the same pallet.
- Quality – Lot # roll specific requirements
 - Each roll must have a unique and specific roll identification number with barcodes for lot # traceability.
 - A standard C39 or 128 barcode of the unique lot number of the roll.

- MCC PO # and MCC part number also must appear on roll tag
- Smaller 'buddy' type tags are helpful along with cores tags
- Each skid must have a 5 x 7 or larger white label attached to both forklift entry sides on the **outside** of all packaging that has the following 2 pieces of information clearly printed in large bold type.
 - MCC specific material code # from the Purchase order- (Example: PSPA10062 or PSPL10088)
 - The 1 specific Roll Width that is on that pallet – (Example: 18")

These requirements are very important and key to both MCC and its suppliers to promote accurate payment and continued healthy relationship. If these areas are not followed – then delays in payment and continued business opportunities will be affected. Your signature below confirms the acceptance and understanding and implementation of these requirements. Acceptance will be assumed by May 31st if a signed copy is not received. **Send back all signed acceptance documents to Diane Yablonski at the contact information listed below.**

Thank you and we look forward to a continued great and prosperous 2013!!

Supplier Name: _____

Signature: _____

Company Name: _____

Title: _____

Date: _____

Send back all signed acceptance documents to Diane Yablonski:

Dianne Yablonski

Senior Analyst, Supply Chain

Multi-Color Corporation

4130 South 94th Street

Omaha, NE 68127

Email: dianne.yablonski@mcclabel.com