



DELIVERY REQUIREMENTS

**EVANS CONSOLES CORPORATION
1616 – 27TH AVE. N.E.
CALGARY, AB
T2E-8W4**

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DELIVERY LOCATIONS

EVANS MAIN PLANT – 1616-27TH AVE N.E.

FRONT RECEPTION - ENTRANCE ON SOUTH SIDE OF BUILDING

Vendors are not encouraged to deliver to our front desk. Exceptions to this are as follows:

- Canada post deliveries
- Food deliveries

RECEIVING - ENTRANCE ON WEST SIDE OF BUILDING

Vendors are encouraged to direct all deliveries not noted above to our Receiving door.

- Hours of Operation
 - o Monday – Friday (Except Holidays)
 - o 6:00 am – 5:00 pm

EVANS WAREHOUSE – BAYS 7-10, 2100-78TH AVE N.E.

Deliveries to this location will be specifically noted on Purchase Orders. All deliveries are by appointment only. Your EVANS Buyer will schedule this appointment with you.

- Hours of Operation
 - o Monday – Friday (Except Holidays)
 - o 10:00 am – 5:00 pm

DELIVERY REQUIREMENTS

PACKAGING

- All packaging will be inspected upon delivery. If there is noticeable damage this will be noted with the carrier and in some cases returned to vendor.
- Vendors are expected to follow any packaging requirements specified on the Purchase Order or Quality Control Plan (QCP)

PACKING SLIP

All packages delivered to EVANS must contain a packing slip. The requirements for what is on the packing slip vary based on how the materials were ordered.

REQUIREMENTS FOR A PURCHASE ORDER PACKING SLIP

- Purchase Order Number
- Delivery Date
- Unique packing slip code or order number
- EVANS PO line # and EVANS Part Number as referenced on the PO.
- Part Descriptions
- Quantity of each item delivered (backorder noted if applicable)
- Reference to the carrier used and waybill #

REQUIREMENTS FOR A NON-PO PACKING SLIP

- EVANS Requestor name
- Vendor Part Number
- Vendor Part Description
- Quantity of each item delivered
- Reference to the carrier used and waybill #

QUALITY CONTROL PLAN (QCP)

QCP's are not a requirement on all orders. If this is listed as a requirement on the Purchase Order then you will receive an electronic copy of this form along with the Purchase Order. The completed QC Plan form can be printed out and included with the packing slip OR it can be sent electronically to Procurement@evansonline.com and QualityAssurance@evansonline.com

If you have any inquiries about the QC Plan form or process please reach out directly to QualityAssurance@evansonline.com and cc the buyer who sent you this QCP requirement.

PROOF OF DELIVERY

It is recommended that all vendors obtain proof of delivery from either their carrier or from the physical delivery to our plant as this will be required should there be a dispute over the delivery.