

## Level 3 Packaging and Shipping Terms

Level 3 will only accept product(s) that are shipped in accordance with the packaging requirements described below.

**Shipment Packaging:** Product(s) shipped must match product(s) ordered on a line item basis. Shipments will be made in accordance with accepted standard industry specific shipping instructions for all products. Anti-static protective packaging is required on each unit as recommended under industry standards. Anti-static packaging will be included at no additional charge to Level 3.

Product(s), regardless of quantity ordered, must be individually packaged with the understanding that they may be re-shipped as an individual unit. Items for which a minimum order quantity apply, regardless of quantity ordered, must also be individually packaged in accordance with the unit of measure (i.e. carton, pack, box) with the understanding that they may be re-shipped.

**Each package must have a label that includes:**

- **Barcoded serial number and manufacturing part number.** The barcode must be a 1D - 2D that can work with both Code 128 and 39 Barcode formats, or as otherwise reasonably requested by Level 3;
- **The PO number.** All associated packages and shipping papers must contain the PO number;
- **The manufacturing part number.** The product contained within a shipment will match the PO, the packaging label, the packing slip and the Product label. Therefore, any substitutions as described above will not be shipped unless previously approved by Level 3 in writing and appropriately referenced in all associated documents and labels described herein. If the product delivered does not match to all associated documents, Level 3 may reject such delivery and/or return such material at supplier's expense and without penalty;
- **Warranty sticker.** Each Product unit will contain a warranty sticker stating Supplier serial number, warranty date and agreed upon length of warranty.

**A packing slip will be enclosed with each shipment as described below.** Cartons associated with a pallet are required to have a piece count noted on the Bill of Lading prior to delivery.

**Packing Slip Requirements:**

- Supplier Name
- Return Address; Account Manager's Name, Phone number, and Email Address (and address if different from Return Address)
- PO number (Example 30004-0000000123)
- Manufacturer item ID for the Product(s) by line item within the shipment
- Description of each line item associated to the manufacturer item ID
- Level 3's identification number (6 digits) (Example 121883)
- Quantity Shipped per item
- Total number of associated packages, carton(s) or pallet(s) shipped in support of a PO (i.e. package 2 of 5)

### ABOUT LEVEL 3

We build, operate and take end-to-end responsibility for network solutions that connect you to the world. We put customers first and take ownership of reliability and security across our broad portfolio.

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