

## Vendor Job Aid Direct Ship Materials to Site



**Purpose:** to provide vendors with the location of where direct ship to site address and instructions will be displayed on their Purchase Orders (PO). It will be the responsibility of the vendor to read the comments before shipping the materials to the appropriate address.

- As highlighted below it is necessary that upon receiving a purchase order you must review the comments section.
- As you can see in the example below in the **comments section** dictates that this should be a **direct shipment**.
- Please ensure that the shipment is delivered to the address in the comments section. If there is no direct ship to site instructions in the comment, but other comments or no comments, then the material should be shipped to the **Ship To** in the upper left-hand side of the PO.

Status	Currency
Original	USD
Purchase Date	
May 6, 2022	

Ship To	Bill To
100-1 - PPL Lehigh Warehouse 827 Hausman Road  Allentown PA 18104-9392	PPL Corporation PO Box 25223  Lehigh Valley PA 18092-5223
Contact	
302433 - Conrad, Robert	

Vendor	Shipping Method
15328 - Tekterra, Inc. 1 Washington Street  Cambridge NY 12816	ARD
Contact	Ship Terms
Conrad, Robert USA-404-965-3561-	
Account Number	Freight Terms
	POS

Add On Charge

Comments
Direct Ship Address - Alternate Ship To Required: Ship Direct to Job Site, 123 Main Street, Flowery Branch, GA

Process Level	Terms	Discount Days	Discount Percent	First Net Days
2041 - PPL Distribution	0			1

Lines							
Line	Item	Vendor Item	Deliver Date	Quantity	UOM	Unit Cost	Extended Amount
1	0001030854 - CONDUIT, CPVC PIPE, CONDUIT, OPTIC-GUARD, 1 INCH ID, 250 FT,	0001030854	May 30, 2022	2	CT	271.170000	542.340

Revision and Date	Rev. 01 5/12/2022
Owner	Supply Chain
Created By	Keith Darlington
Approver	R. Ruiz-Castaneda