telamon®
simplifying business™
industrial solutions

SUPPLIER RELEASE AND MATERIAL AUTHORIZATION FORM

Telamon emails a "Supplier Releases and Material Authorization Form" to each of its suppliers on a weekly basis. Supplier should contact Telamon if they have not received a release by Thursday afternoon. Each emailed release supersedes the previous release, and any changes must be addressed accordingly. Suppliers should view the past due and week one requirement as immediate needs at Telamon, and apply the balance of the weekly requirements as forecast and planned shipments. The weekly requirements represent the quantity to be delivered to Telamon. The requirements do not represent a ship date, but delivery date.

The following information details each column of the supplier release and should be used as a reference to explain shipping requirements as well as fabrication and material authorizations.

1. Vendor. Your vendor number and company name. The company name may be located on the tab name.
2. Rel Date. The release date is used as a reference number.
3. Tel. Telamon's main phone number.
4. Item Code. Part number being ordered.
5. Description. Description of part number.
6. Purchase Num. The Blanket Purchase Order number for the part number.
7. Last Date. The last date Telamon entered a receipt against the BPO for the part number.
8. Shipment Quantity. The quantity of the last shipment received against the BPO for the part number.
9. Considered Rec YTD. The Fiscal Year to Date cumulative receipts for the part number. Telamon's Fiscal Year starts October 1st. Use the combination of the "Last Date", "Shipment Quantity", and "Considered Rec YTD" compared to your cumulative shipments to verify your last shipment was received by Telamon. Any shipment quantity in transit since our last receipt date needs netted off the requirements, starting with the Past Due and then the weekly requirements.
10. Past Due. The quantity past due. Check to ensure this quantity has not been shipped and is still in transit (check the last receipt date and quantity on the release). If the quantity is not in transit, the Supplier will need to contact the Telamon Planner immediately to determine the shipping requirements. If Supplier is past due, an expedited shipment mode will be at the Supplier's expense. If the past due is a result of an increase from Telamon, the Supplier is still expected to contact the Telamon Planner immediately to discuss shipping arrangements.
11. Ship. This is the current week requirements for the part number. The heading date of the column(s) is a reference date for the weekly requirement. It is not a due date. Material received at Telamon during the workweek of the reference date will be considered on time. NOTE: Material shipping to the Fresnillo Mexico plant from outside of Mexico will be consolidated at Laser, located in Laredo, TX. There is a 1-day transit from Laser to Fresnillo. Material received at Laser on Thursday will be received at Fresnillo on Friday and will be considered on-time, if due in the current week.
12. Fab. There are 2 Fab weeks that authorize the fabrication of the finished inventory.
13. Plan. There are 17 Plan weeks to be used by the Supplier for production and raw material planning.

Please note the following guidelines regarding the Supplier Releases and Material Authorization Form.

- Do not ship Product without authorization as outlined in the Supplier Releases. It will be returned at your expense.
- Do not ship ahead of schedule. A shipment received earlier than 5 days prior to the week it is due is considered Early, not On-Time, and will not be counted as an on-time delivery in the supplier performance evaluation.
- Shipments should be made with a Telamon authorized carrier, per the Telamon Route Guide, to arrive at Telamon during the week it is required.
- Telamon has established multiple ship days for some suppliers. If you have been authorized to ship once a week, please ship on the designated day agreed to with Telamon. If you do not have a designated ship date, please contact your Telamon Planner.

Vendor Projected Demands in Quantities
Warehouse: 003
Telamon International (WMI)

Telamon International
600 North Irwin Street
Dayton, Ohio 45403

(1) Vendor: 1234567
(2) Rel Date: 7/15/2018

Tel: (937) 254-2004 (3)

Ship to:
Laser Forwarding Inc. / Telamon Warehouse II
901 Carrier Drive
Uniroyal Industrial Park
Laredo, TX

Vendor Number (1)	Item Code (4)	Item Description (5)	Purchase Num (6)	Last Date (7)	Shipment Quantity (8)	Considered Rec YTD (9)	Past Due (10)	SHIP 07/15/2018 (11)	FAB 07/22/2018 (12)	FAB 07/29/2018 (12)	PLAN 08/05/2018 (13)	PLAN 08/12/2018	PLAN 08/19/2018	PLAN 08/26/2018	PLAN 09/02/2018	PLAN 09/09/2018	PLAN 09/16/2018	PLAN 09/23/2018	PLAN 09/30/2018	PLAN 10/07/2018	PLAN 10/14/2018	PLAN 10/21/2018	PLAN 10/28/2018	PLAN 11/04/2018	PLAN 11/11/2018	PLAN 11/18/2018	PLAN 11/25/2018
1234567	TIS-100125	Item Description 1	0071236	7/11/2018	1800	25200	1500	3000	3000	1500	1500	3000	1500	3000	1500	3000	1500	3000	1500	1500	3000	0	3000	0	3000	1500	0
1234570	TIS-100126	Item Description 4	0071237	7/11/2018	22500	112500	0	0	0	0	5000	25000	25000	22500	25000	25000	22500	25000	25000	25000	22500	25000	22500	25000	10000	10000	10000
1234571	TIS-100127	Item Description 5	0071238	7/5/2018	5500	264000	0	5500	11000	5500	5500	0	0	0	5500	0	0	0	5500	0	0	0	5500	0	0	0	0
1234572	TIS-100128	Item Description 6	0071239	5/19/2018	8500	268600	0	0	6800	6800	5100	1700	0	1700	1700	0	1700	1700	1700	1700	1700	1700	0	1700	1700	0	0
1234573	TIS-100129	Item Description 7	0071240	5/16/2018	8000	202000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1234574	TIS-100130	Item Description 8	0071241	6/29/2018	1300	59800	0	0	0	2600	1300	2600	6500	1300	2600	6500	1300	6500	0	0	0	0	0	0	0	0	0
1234575	TIS-100131	Item Description 9	0071242	5/19/2018	10000	105000	0	2000	0	0	0	0	0	0	0	2000	0	0	0	0	0	0	0	2000	0	0	0
1234576	TIS-100132	Item Description 10	0071243	7/14/2018	18000	68000	3000	3000	6000	6000	6000	3000	6000	6000	6000	3000	6000	3000	6000	3000	3000	6000	0	3000	3000	0	3000
1234577	TIS-100133	Item Description 11	0071244	6/29/2018	16000	19200	0	0	0	0	0	0	0	0	0	0	0	3200	6400	3200	3200	3200	3200	3200	0	0	0
1234578	TIS-100134	Item Description 12	0071245	7/17/2018	15300	420548	0	0	5100	10200	10200	11900	8500	18700	10200	11900	8500	13600	13600	13600	13600	10200	11900	8500	8500	8500	5100

Please sign, date and email this form to your Site Planner acknowledging the requirements stated in the "Telamon Supplier Release and Material Authorization Form" within the next 5 business days. Any questions or comments may be directed to your Site Planner or Buyer. Thank you.

Company Name	Signature / Print Name	Title	Date
_____	_____	_____	_____