Tractor Supply Company Purchase Order Worksheet

1 **570025** 2 K O FANS

3 **Payment Terms** LC

4 **PO #** 1007xxxxxx 5 **Event** Spring 6 **Ship Not Before** xx/xx/20xx 7 **Ship Not After** xx/xx/20xx 8 **Ship To*** WAVERLY, NE 9 **In DC** xx/xx/20xx 10 **FOB Point** Hong Kong

11 Vendor Model #	12 TSC Item #	13 Item Description	14 UPC #	15 FOB Cost	16 Retail	17 Case	18 Order Qty	19 Date Added	20 Date Modified	21	22 LC Number
ABC123	500xxxx	FAN HIGH VELOCITY	xxxxxxxxxxxx	$25.00	$55.00	1	100	xx/xx/20xx	xx/xx/20xx		521xxxx
DEF456	505xxxx	FAN HEB INDUSTRIAL	xxxxxxxxxxxx	$20.00	$50.00	1	0	xx/xx/20xx	xx/xx/20xx	Cancelled	521xxxx

23 **Total #Items Issued on PO** 1 24 **# Items on Report** 2 25 **Total FOB** $2,500.00 26 **# of Cartons** 532

27 **End of Purchase Orders for** K O FANS

An item will not be included with an order if the system is missing the HTS code or the FOB Point for the item.
If there are items missing from any Purchase Order, please send an updated Quote Sheet to imports@tractorsupply.com.

Your import order report contains newly created or modified PO's.
Any of the following revisions will trigger an order to be resent to you:

1) *Change in Quantity*
2) *Change in Cost or Retail*
3) *Change in FOB Point*
4) *New Item Added or Cancellation of Item from a PO*
5) *Cancellation of Order (Entire PO)*
6) *Change in Vendor Model Number*
7) *Vendor Requested the Order to be resent*

* Distribution Centers	Address	
397 Braselton, GA	920 Highway 124	Braselton, GA 30517
5509 E-Commerce Store	c/o PFSWeb Inc. 4638 East Shelby Drive	Memphis, TN 38118
498 Hagerstown, MD	11935 Hopewell Road	Hagerstown, MD 21740
114 Pendleton, IN	320 Enterprise Drive	Pendleton, IN 46064
497 Red Bluff, CA	249 South Main Street	Red Bluff, CA 96080
398 Waco, TX	2801 Corporation Parkway	Waco, TX 76712
399 Waverly, NE	12851 Dovers Street	Waverly, NE 68462
400 Lakewood (Del's)	9314 47TH Ave. SW Bldg. #10	Lakewood, WA 98499

PO Worksheet Instruction

1) Vendor number assigned by Tractor Supply Company (always begins with 57)
2) Vendor name
3) Term used for payment method (Ex: Letter of Credit, Net 10, Net 90, etc.)
4) Purchase Order number
5) Event name
6) First day of 10 days ship window – goods can not ship before this date
7) Last day of 10 days ship window – goods can not ship after this date
    a. Full container load shipments are expected to be on the vessel within the ship window
    b. CFS shipments are expected to be delivered to the consolidation warehouse within the window
8) PO final destination
9) Date goods are expected to arrive at final destination
    a. The ship windows provided are based off of the requested delivery date, final destination, and the FOB point. Transit times may vary depending upon the FOB point and the final destination.
10) Port the goods are designated to ship from
11) Vendor model number or part number
12) SKU/ Item number assigned by Tractor Supply Company – Ensure correct
13) Detail description of the item (Ex: material, color, size, etc.) – Ensure Commercial Invoice/Packing List descriptions matches description on the report
14) UPC Number
15) FOB price to Tractor Supply Company
16) Retail price assigned by TSC Buyer
17) Case pack (match with quote sheet submitted to Tractor Supply Company)
18) Quantity of goods ordered from Tractor Supply Company
19) Date the PO was loaded into import order system
20) Cancellation notice on item (if the item is not cancelled, this will be blank)
21) If there are changes to PO (If blank, PO is new), the date in this column notifies you what date the PO was changed
22) Letter of Credit number
23) Total number of items issued on the Purchase Order
24) Total number of items show in the report
    Note that if only two items are listed on the report and four items were issued on the Purchase Order, it means that we are missing Import Quote Sheets or missing pertinent information that prevents the items from being included on the report.
25) Total FOB cost to Tractor Supply Company
26) Total number of cartons for the orders
27) Notice of report completion

*If there is any incorrect information, please send email to imports@tractorsupply.com